



**JUSTICE COMMITTEE AGENDA**  
**Law and Justice Center, Room 700**  
**April 7, 2003**

**5:15 P.M.**

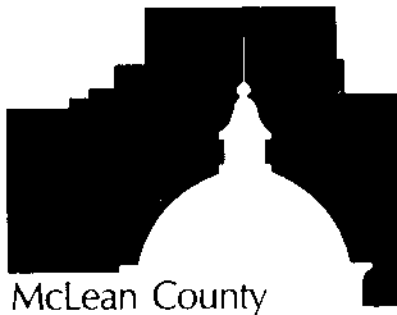
1. Roll Call
2. Chairman's Approval of Minutes – March 3, 2003
3. Appearance by Members of the Public
4. Departmental Matters:
  - A. Sheriff David Owens, Sheriff's Department
    - 1) Items to be presented for Information:
      - a) McLean County Detention Facility Population Report 1 - 4
      - b) General Report
      - c) Other
  - B. Beth C. Kimmerling, Coroner's Office
    - 1) Items to be presented for Information:
      - a) Monthly Report for February 2003 5
      - b) General Report
      - c) Other
  - C. Sandra Parker, Circuit Clerk
    - 1) Items to be presented for Information:
      - a) Monthly Statistical Report for February 2003 6 - 14
      - b) Request Presented to Finance Committee:  
Amending the Fiscal Year 2003 Funded  
Full-time Equivalent Positions Resolution 15
      - c) General Report
      - d) Other

- D. Billie Larkin, Children's Advocacy Center
- 1) Items to be presented for Information:
    - a) Monthly Statistics Report 16 - 17
    - b) General Report
    - c) Other
- E. Amy Davis, Public Defender
- 1) Items to be presented for Action:
    - a) Request Approval of a Juvenile Justice Grant Application with the Illinois Juvenile Justice Commission 18 - 30
  - 2) Items to be presented for Information:
    - a) Monthly Caseload Report 31 - 33
    - b) General Report
    - c) Other
- F. Jane Engblom, Jury Commission
- 1) Items to be presented for Information:
    - a) Statistical Reports for First Quarter 2003 34 - 35
    - b) General Report
    - c) Other
- G. Roxanne Castleman, Court Services
- 1) Items to be presented for Information:
    - a) Monthly Statistics 36 - 41
    - b) General Report
    - c) Other
- H. Bill Yoder, State's Attorney
- 1) Items to be presented for Action:
    - a) Request Approval of an Interagency Agreement for a Grant from the Illinois Criminal Justice Information Authority for Implementation of Law Enforcement and Prosecutor-Based Victim Assistance Services 42 - 96
  - 2) Items to be presented for Information:
    - a) Case Load Report 97
    - b) Asset Forfeiture Report 98
    - c) General Report
    - d) Other
- I. John M. Zeunik, County Administrator
- 1) Items to be presented for Information:
    - a) General Report
    - b) Other

5. Other Business and Communication

6. Recommend payment of Bills and Transfers, if any, to County Board
7. Adjournment

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**McLEAN COUNTY SHERIFF'S DEPARTMENT**  
**DAVID OWENS, SHERIFF**  
"Peace Through Integrity"  
Administration Office  
(309) 888-5034  
104 W. Front Law & Justice Center Room 105  
P.O. Box 2400 Bloomington, Illinois 61702-2400

Detective Commander (309) 888-5051  
Patrol Commander (309) 888-5166  
Patrol Duty Sergeant (309) 888-5019  
Jail Division (309) 888-5065  
Process Division (309) 888-5040  
Records Division (309) 888-5055  
Domestic Crimes Division (309) 888-5860  
FAX (309) 888-5072

March 31, 2003

TO: Mr. Tari Renner, Chairman  
Justice Committee  
FROM: Sheriff David Owens  
SUBJ: APRIL 7<sup>TH</sup>, 2003 JUSTICE COMMITTEE MEETING

Dear Chairman Renner:

I would respectfully request that the following item be placed on the April 7<sup>th</sup>, 2003 Justice Committee Agenda for information only.

- 1) **McLean County Detention Facility Population Report:** (Please see attached).

If you have any questions before this meeting, please feel free to contact me.

Sincerely,

David Owens  
Sheriff

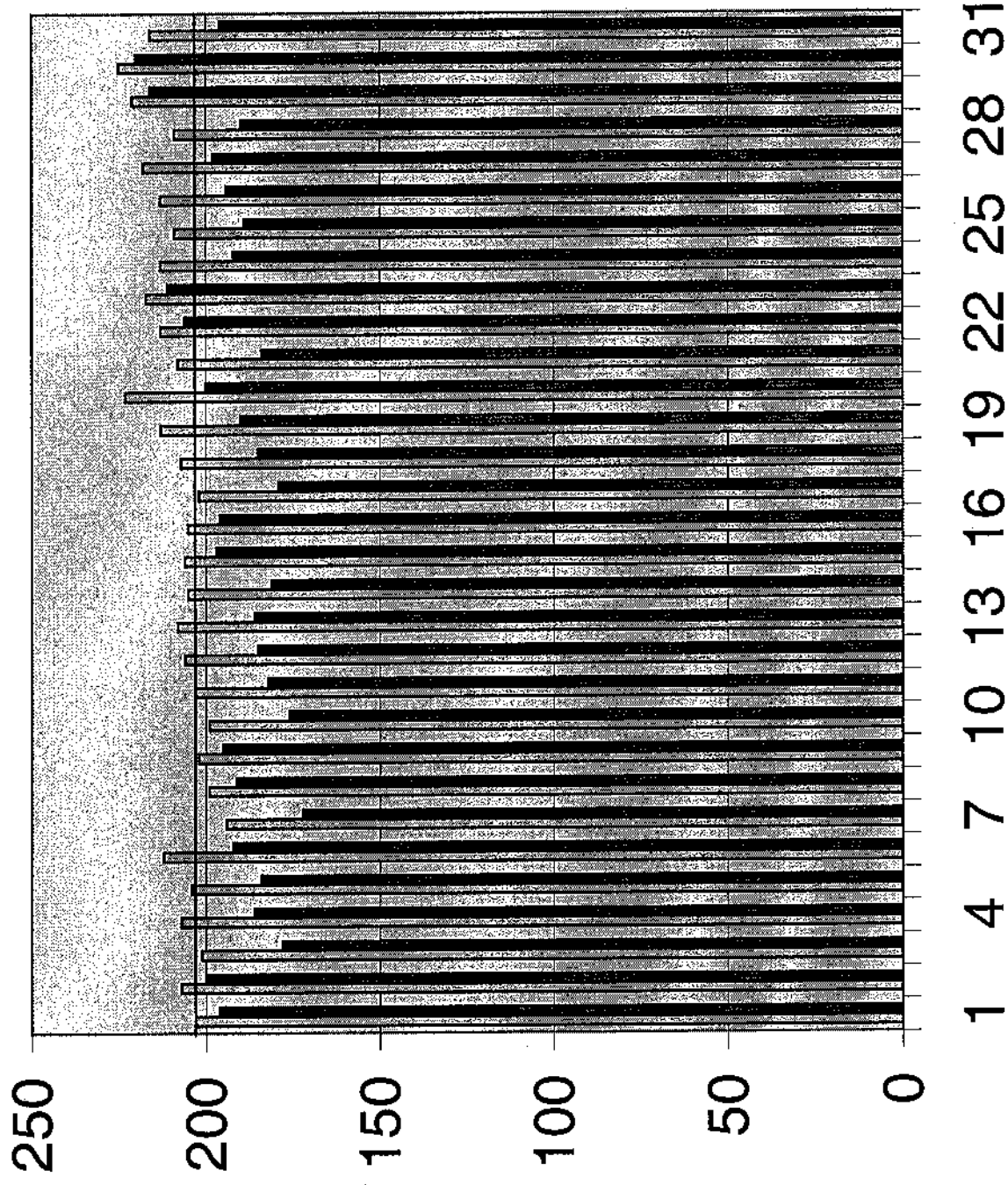
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MCDF  
Population  
March  
2003

Date	Daily Total	In House	Male	Female	Sp Needs	Str Sentence	Work Release	Weekends	Other Fac
1	203	196	171	32	19	56	7	20	0
2	207	200	174	33	20	53	7	21	0
3	201	178	170	31	17	52	7	19	0
4	207	186	174	33	17	49	8	25	0
5	204	184	171	33	16	46	7	24	0
6	212	192	179	33	19	42	6	24	0
7	194	172	165	29	11	42	6	24	0
8	199	191	166	33	20	40	6	25	0
9	202	195	172	30	17	43	6	25	0
10	199	176	169	30	13	41	6	22	0
11	203	182	174	29	15	41	6	25	0
12	206	185	180	26	14	42	7	25	0
13	208	186	182	26	24	45	7	25	0
14	205	181	174	31	18	44	7	24	0
15	206	197	176	30	15	50	7	25	0
16	205	196	176	29	14	47	7	25	0
17	202	179	173	29	14	46	7	23	0
18	207	185	178	29	13	44	7	23	0
19	213	190	181	32	19	51	7	23	0
20	223	200	189	34	27	48	7	23	0
21	208	184	175	33	16	51	5	23	0
22	213	206	179	34	18	52	6	25	0
23	217	211	182	35	24	50	4	25	0
24	213	192	178	35	20	48	4	25	0
25	209	189	174	35	17	53	4	20	0
26	213	194	176	37	17	53	4	20	0
27	218	198	179	39	23	51	4	20	0
28	209	190	175	34	17	49	3	19	0
29	221	216	186	35	20	57	3	21	0
30	225	220	188	37	23	55	3	21	0
31	216	196	181	35	19	50	3	19	0
Total	6468	5947	5467	1001	556	1491	178	708	0
Average for March 2003	208.65	191.84	176.35	32.29	17.94	48.10	5.74	22.84	0.00

MCDF Average Population  
Six Month Comparison

Month	Oct 2002	Nov 2002	Dec 2002	Jan 2003	Feb 2003	March 2003	Average
Daily Total	255.94	253.10	222.68	227.71	216.60	208.65	230.78
In House	204.74	202.60	194.65	202.29	198.40	191.84	199.09
Male	215.23	211.20	185.42	190.61	180.10	176.35	193.15
Female	40.68	41.90	37.26	37.10	36.50	32.29	37.62
Special Needs	18.65	18.60	16.42	16.23	18.60	17.94	17.74
Straight Sentence	56.10	53.30	38.87	51.65	55.30	48.10	50.55
Work Release	8.45	7.80	4.84	6.48	6.70	5.74	6.67
Weekenders	34.32	33.70	28.13	23.68	21.60	22.84	27.38
Other Facilities	20.58	23.50	4.90	4.90	.04	00.00	8.99



**Office of the Coroner  
McLean County  
FEBRUARY 2003 REPORT**

	<b>FEB 2003</b>	<b>FEB 2002</b>	<b>TYTD 2003</b>	<b>LYTD 2002</b>
<i>Cases</i>	<b>59</b>	57	<b>142</b>	146
<i>Autopsies</i>	<b>8</b>	6	<b>14</b>	15
<i>Out/County Autopsies</i>	<b>13</b>	8	<b>29</b>	15
<i>Inquests</i>	<b>7</b>	2	<b>11</b>	7

**TOTAL DEPOSITS**

	<b>BUDGET</b>	<b>ACTUAL</b>
<i>Copy Fees</i>	\$6,000.00	\$980.00
<i>Morgue Fees</i>	\$18,750.00	\$7163.00
<i>Reim/Services</i>	\$500.00	\$0
<i>Paid to Facilities Mgt.</i>	\$0	\$1512.00

**DEATH INVESTIGATIONS THAT INCLUDE AUTOPSY AND FOLLOW-UP**

Traffic Crash – 1

Medical/Sudden death – 4

Homicide – 0                      Cases requiring investigation & inquest, but no autopsy – 1

Other (pending tox. & autopsy results and/or inquest ruling) – 3

**OPEN DEATH INVESTIGATIONS**

Traffic Crash – 2

Homicide – 0

Medical/Sudden death – 3

Other/Pending - 6



REPORT A  
ACTIVITY OF ALL CIVIL CASES  
DURING THE MONTH OF FEBRUARY 2003  
IN THE CIRCUIT COURT OF THE 11th JUDICIAL CIRCUIT  
McLEAN COUNTY

CATEGORY	BEGIN PENDING	CODE	NEW FILED	REINSTATED	DISPOSED	END PENDING 2003	END PENDING 2002
Adoption	21	AD	4	0	6	19	27
Arbitration	467	AR	37	7	37	474	447
Chancery	174	CH	25	0	23	176	404
Dissolution of Marriage	519	D	54	0	66	507	498
Eminent Domain	3	ED	0	0	0	3	6
Family	162	F	37	0	16	183	126
Law => \$50,000 - Jury	267	L	5	0	7	265	276
Law = > \$50,000 - Non-Jury	124	L	6	0	6	124	127
Law = < \$50,000 - Jury	18	LM	0	0	0	18	19
Law = < \$50,000 - Non-Jury	279	LM	65	3	28	319	221
Municipal Corporation	0	MC	0	0	0	0	0
Mental Health	9	MH	6	0	8	7	1
Miscellaneous Remedy	127	MR	13	0	12	128	117
Order of Protection	14	OP	13	0	17	10	13
Probate	1,111	P	21	0	10	1,122	1,045
Small Claim	718	SC	200	19	119	818	746
Tax	12	TX	0	0	2	10	12
TOTAL CIVIL	4,025		486	29	357	4,183	4,085

REPORT B  
 ACTIVITY OF ALL CRIMINAL CASES DURING THE MONTH OF FEBRUARY 2003  
 IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT  
 McLEAN COUNTY

	BEGIN PENDING	CODE	NEW FILED	NO. OF DEFTS. NEW	REINSTATED	DISPOSED	END PENDING 2003	END PENDING 2002
CONTEMPT OF COURT	3	C.C.	2	2	0	2	3	2
CRIMINAL FELONY	874	CF	93	93	2	120	849	921
CRIMINAL MISDEMEANOR	1,165	CM	142	142	0	217	1,090	1,318
TOTAL CRIMINAL	2,042		237	237	2	339	1,942	2,241

REPORT C  
 ACTIVITY OF ALL JUVENILE CASES  
 DURING THE MONTH OF FEBRUARY 2003  
 IN THE CIRCUIT COURT OF THE 11th JUDICIAL CIRCUIT  
 McLEAN COUNTY

CATEGORY	BEGIN PENDING	CODE	NEW FILED	NO. OF DEFTS. NEW	REINSTATED	DISPOSED	END PENDING 2003	END PENDING 2002
JUVENILE	49	J	1	1	0	2	48	55
JUVENILE ABUSE & NEGLECT	184	JA	7	17	0	4	187	186
JUVENILE DELINQUENT	106	JD	8	8	4	15	103	121
TOTAL JUVENILE	339		16	26	4	21	338	362

REPORT D  
 ACTIVITY OF ALL DUI/TRAFFIC/CONSERVATION/ORDINANCE CASES  
 DURING THE MONTH OF FEBRUARY 2003  
 IN THE CIRCUIT COURT OF THE 11th JUDICIAL CIRCUIT  
 McLEAN COUNTY

CATEGORY	BEGIN PENDING	CODE	NEW FILED	REINSTATED	DISPOSED	END PENDING 2003	END PENDING 2002
CONSERVATION VIOLATION	12	CV	0	0	3	9	75
DRIVING UNDER THE INFLUENCE	448	DT	56	0	78	426	436
ORDINANCE VIOLATION	746	OV	95	0	130	711	841
TRAFFIC VIOLATION	21,886	TR	3,311	26	3,113	22,110	19,014
TOTALS:	23,092		3,462	26	3,324	23,256	20,366

REPORT NO. E  
TIME LAPSE OF ALL CASES DISPOSED OF BY JURY VERDICT  
IN ALL CATEGORIES  
DURING THE MONTH OF FEBRUARY 2002  
IN THE CIRCUIT COURT OF THE 11th JUDICIAL CIRCUIT  
McLEAN COUNTY

[illegible]

NOTE: THIS REPORT SHOULD NOT INCLUDE ANY REINSTATED CASES UNLESS TIME-LAPSE IS COMPUTED FROM DATE

**REPORT F**  
**DISPOSITION OF DEFENDANTS CHARGED WITH FELONIES<sup>(1)</sup>**  
**DURING THE MONTH OF FEBRUARY 2003**  
**IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT**  
**MCLEAN COUNTY**

NOT CONVICTED										CONVICTED			TOTAL DEFENDANTS DISPOSED OF
FILE	S.O.L.	REDUCED TO MISDEMEANOR	DISMISSED	OTHER(2)	ACQUITTED BY			GUILTY PLEA	BENCH TRIAL	JURY TRIAL			
					BENCH TRIAL	JURY TRIAL	JURY TRIAL						
19	0	19	0	*2	2	2	2	73	1	2	120		

NECESSARILY DIFFERENT DEFENDANTS  
 INCLUDES COURT ACTION: NO BILL, TRANSFERRED/NO JURISDICTION, DEATH SUGGESTED/CAUSE ABATED, UNFIT TO STAND TRIAL, SEXUALLY DANGEROUS, TRANSFERS TO WARRANT  
 BAR, AND EXTRADITION PROCEEDING FILED AS A FELONY.

guilty by directed verdict

REPORT F  
DISPOSITION OF DEFENDANTS CHARGED WITH FELONIES<sup>(1)</sup>  
THROUGH THE MONTH OF JANUARY, 2003  
IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT  
MCLEAN COUNTY

	NOT CONVICTED							CONVICTED			TOTAL DEFENDANTS DISPOSED OF
	NOLLE	S.O.L.	REDUCED TO MISDEMEANOR	DISMISSED	OTHER(2)	ACQUITTED BY		GUILTY PLEA	BENCH TRIAL	JURY TRIAL	
						BENCH TRIAL	JURY TRIAL				
N	29	0	34	0	0	0	2	93	1	3	162
B	19	0	19	0	*2	2	2	73	1	2	120
R											
R											
Y											
IE											
Y											
G											
T											
T											
V											
C											
AL	48	0	53	0	*2	2	4	166	2	5	282

NOT NECESSARILY DIFFERENT DEFENDANTS  
INCLUDES COURT ACTION: NO BILL, TRANSFERRED/NO JURISDICTION, DEATH SUGGESTED/CAUSE ABATED, UNFIT TO STAND TRIAL, SEXUALLY  
EROUS, TRANSFERS TO WARRANT CALENDAR, AND EXTRADITION PROCEEDING FILED AS A FELONY.

GUILTY BY DIRECTED VERDICT

**REPORT G**  
**SENTENCE OF DEFENDANTS CHARGED WITH FELONIES**  
**DURING THE MONTH OF FEBRUARY 2003**  
**IN THE CIRCUIT COURT OF THE 11th JUDICIAL CIRCUIT**  
**McLEAN COUNTY**

TOTAL NUMBER OF DEFENDANTS CONVICTED OF FELONIES BY GUILTY PLEA, BENCH TRIAL AND JURY TRIAL (FROM REPORT F). THIS TOTAL MUST EQUAL THE NUMBER OF FELONY SENTENCES ON THE FELONY SENTENCE TABLE BELOW.

TOTAL NUMBER OF CONVICTED FELONIES: 76  
(FROM REPORT F)

**FELONY SENTENCE TABLE**

	CLASS M	CLASS X	CLASS 1	CLASS 2	CLASS 3	CLASS 4	TOTALS
1. DEATH	0	0	0	0	0	0	0
2. LIFE	0	0	0	0	0	0	0
3. IDOC	0	1	4	15	5	13	38
4. PROBATION	0	0	2	7	5	23	37
5. OTHER	0	0	0	0	0	1	1
TOTALS:	0	1	6	22	10	37	76



REPORT H  
ORDERS OF PROTECTION ISSUED  
DURING THE MONTH OF FEBRUARY 2003  
IN THE CIRCUIT COURT OF  
McLEAN COUNTY

	<u>EMERGENCY</u>	<u>INTERIM</u>	<u>PLENARY</u>
DIVORCE	3	0	0
FAMILY (OP)	6	1	5
CRIMINAL	1	0	2
<b>TOTAL:</b>	10	1	7

**RESOLUTION AMENDING THE FISCAL YEAR 2003  
FUNDED FULL-TIME EQUIVALENT POSITIONS RESOLUTION  
FOR THE CIRCUIT CLERK'S OFFICE**

WHEREAS, the McLean County Board adopted a Funded Full-Time Equivalent Positions (FTE) Resolution on November 21, 2002 which became effective on January 1, 2003; and,

WHEREAS, the Circuit Clerk's Office has recommended that the present staffing in the Circuit Clerk's Office Civil Division be increased by one full-time equivalent position in order to process small claims case data entry in a timely manner as required by Court procedures, and

WHEREAS, the Circuit Clerk has identified other areas within the Circuit Clerk's Office where part-time and seasonal full-time equivalent positions can be reduced to offset the costs of the new position and its benefit costs, and

WHEREAS, the Finance Committee, at its meeting on April 1, 2003, recommended approval of the proposed changes in the Full-Time Equivalent Positions Resolution for the Circuit Clerk's Office; now, therefore,

BE IT RESOLVED, by the County Board of McLean County, Illinois, now in regular session, that the Funded Full-Time Equivalent Positions Resolution be and hereby is amended as follows:

<u>Fund-Dept-Program</u>	<u>Pay Grade</u>	<u>Position Classification</u>	<u>Full-Time</u>		
			<u>Now</u>	<u>Amend</u>	<u>New</u>
0001-0015-0013	04	503.0011 Office Support Specialist I - Full-time	1.00	1.00	2.00
0001-0015-0013	04	515.0011 Office Support Specialist I - Part-time	0.55	(0.55)	0.00
0001-0015-0011	0M	516.0010 Clerical Assistant - Seasonal	0.50	(0.50)	0.00

The County Clerk is hereby directed to provide a certified copy of this Resolution to the Circuit Clerk, the County Treasurer, and the County Administrator.

ADOPTED by the County Board of McLean County, Illinois, this 15th day of April, 2003.

ATTEST:

APPROVED:

\_\_\_\_\_  
Peggy Ann Milton, Clerk of the County Board,  
McLean County, Illinois

\_\_\_\_\_  
Michael F. Sweeney, Chairman  
McLean County Board

**CASA Statistics**  
**Month of February 2003**

	<b>Current Month</b>	<b>YTD</b>
New Cases Assigned	1	8
Cases Awaiting Assignment	21	21
Cases Closed	7	10
Children Awaiting Assignment	36	36
Children Currently Served	2	196
Total Number of CASA's Assigned	1	115
Resigned CASA's	2	5
Reports Filed	26	48
Court Hearings Attended	31	62

**CASA Program Updates:**


We have been reviewing the new cases assigned by Judge Dozier to match them with a new volunteer. We were only able to assign 1 case this month, serving 2 additional abused and neglected children in McLean County, as we have no available volunteers to accept new cases. We currently have additional 36 children desperately needing someone to advocate for them, so with Judiciary approval, we are holding the cases until the spring class is sworn in as Court Appointed Special Advocates.

We have a new CASA class, beginning March 24<sup>th</sup>. We held the CASA Informational meetings for potential volunteers on February 26<sup>th</sup> and March 1<sup>st</sup>. We had 29 interested individuals in the spring class and interviewed all 29 for the class. This interview process allows us to screen individuals prior to attending training. We also do background checks of the potential volunteers, as required by our program and National CASA. At this time, we will be having 16 prospective volunteers for the class.

We held a CASA In-Service on February 13<sup>th</sup>, with 26 CASA volunteers in attendance. The In-Service presentation was the "CASA Role and Report Writing". Each CASA in attendance was encouraged to bring a prospective volunteer for the spring training class. Six prospective volunteers attended, 4 of which will be in the spring class!

# McLean County Children's Advocacy Center Monthly Statistics

## February 2003

	2002 1st INTERVIEW MONTH/YTD STATS	1st. INTERVIEW 2003	JUV. SUSPECT INTERVIEW 2003	SIB/WITNESS INTERVIEW 2003	2ND INTERVIEW 2003	OUT OF COUNTY INTERVIEW	TOTAL MONTHLY INTERVIEWS	YTD TOTALS
JANUARY	12/12	8/8	0	2	1	1	12	12
FEBRUARY	13/25	8/16	1	2	1	4	16	28
MARCH	13/38							
APRIL	13/51							
MAY	16/67							
JUNE	16/83							
JULY	14/97							
AUGUST	10/107							
SEPTEMBER	14/121							
OCTOBER	13/134							
NOVEMBER	11/145							
DECEMBER	14/159							
YEAR TO DATE TOTALS	159	16	1	4	2	5	28	28
	2002 GRAND TOTAL: 241							

# Access to Counsel - Project Proposal

(to be completed by Chief Public Defender or his / her designee)

Submit Proposal To: Illinois Juvenile Justice Commission  
c/o Illinois Department of Human Services  
1112 South Wabash - 4<sup>th</sup> Floor  
Chicago, Illinois 60605  
Telephone: 312-793-2098 Fax: 312-814-3073

## Contact Information:

County Name:

McLean County

Chief Public Defender  
(Name & Title)

Amy Johnson Davis  
Public Defender

Mailing Address  
(City / State / Zip)

104 W. Front Street, Rm. 603  
Bloomington, IL 61701

Telephone :

309-888-5235

Facsimile:

309-888-5765

E-mail:

Project Contact Person:  
(Name & Title)

Jon McPhee  
Juvenile Chief

Telephone :

309-888-5235

Facsimile:

309-888-5765

E-mail:

Jonm@mclean.gov

Signature of Chief Public Defender

Date

Amy Johnson Davis

March 12, 2003

# Access to Counsel Project Proposal

## I. Specialized Juvenile Justice Unit

- a. There are three full time attorneys, two for abuse and neglect cases and one for delinquency cases.
- b. The Unit Supervision Chart is as follows:

**Public Defender- Amy Johnson Davis**

↓

**Juvenile Chief- Jon McPhee**

↙

↘

**Kelly Cavanaugh- Abuse & Neglect**

**Arthur Feldman- Delinquency**

- c. In addition to a valid Illinois Law Degree, attorneys assigned to the unit must have specialized DCFS training to be appointed Guardian Ad Litem.
- d. Average number of cases per unit:
  - i. The Delinquency unit averages 160 new cases per year in addition to roughly 120 petitions to revoke cases.
  - ii. The Abuse and Neglect unit averages 150 new cases per year in addition to the permanency review hearings, which are held twice a year on the closed cases.
- e. In addition to the DCFS GAL training, juvenile attorneys also attend the semiannual Public Defender Seminars through the Illinois Public Defender Association. The Delinquency attorney also attends the annual Alternative to Detention Seminar in Oakbrook, Illinois and the yearly ISBA Juvenile Division meeting in Bloomington, Illinois.
- f. The support staff in the Juvenile Division includes two part-time secretaries: one for abuse/neglect cases and one for delinquency cases.

## II. Appointment of Private Counsel

- a. Private counsel only enters if retained by the family. In Delinquency cases, the Court never appoints private counsel; therefore, additional

counsel must be provided from the Public Defender non-juvenile court staff on demand.

- b. A valid license to practice law in Illinois is the minimum qualification for private counsel to be eligible for appointment.
- c. Training for court-appointed private counsel is up to the individual. The Public Defender's Office does not provide training.
- d. Court-appointed private counsel must provide his or her own support staff.

### **III. Detention Intake Policies and Processes:**

Detention is based upon a point system, which takes into account the charges and the Minor's history. Overrides are possible.

- a. The Office is notified of detention intakes via e-mail from the detention center on the date of the detention hearing.
- b. If the State has produced the necessary information, and if counsel's schedule allows, he will visit the minor at the detention center prior to the hearing.
- c. Counsel always appears with the minor for the detention hearing at the Court's request. Our office receives the case information from the State. Often this is a problem, as counsel does not receive copies of filings and /or discovery until minutes before the detention hearings occur.

### **IV. Case Processing:**

Once a minor is detained, if upon new charges, the hearing must occur within thirty (30) days of admission. If on a Petition to Revoke, the hearing must be set within fifteen (15) days of admission. Juvenile Delinquency court only occurs Mondays and Wednesdays; however, this can be revised for minors in detention to ensure hearings fall within the legal time frames. More complex cases such as drug and sex cases are set later in the time frame than simpler evidentiary matters.

**V. The Role of Public Defender in Local Juvenile Justice Collaboratives:**

The Delinquency Attorney is a member of the local anti-truancy taskforce organized by the judges assigned to the juvenile division and is currently head of the Legislative Committee of that task force. He is also a provisional member of the local Juvenile Justice Council organized pursuant to 705 ILCS 405/6-12.

**VI. Self Identified Project Goals:**

The major concern of our office is the lack of information available to counsel prior to a detention hearing. Our goal is to improve information transfer to counsel so that counsel may look into non-custodial alternatives to detention prior to the hearing, and to develop evidence that may be presented on the minor's behalf to argue against "immediate and urgent necessity to detain" where appropriate. Personnel available to assist counsel would be of great use in this endeavor.

**VII. Stakeholder Commitment:**

We are willing to make counsel available to participate in this project. Counsel is willing to work with any local parties to improve data collection, participate in services, train and design the project, and sustain the efforts to enhance the success of the program.

**VIII. Letters of Support**

See attached





OFFICE OF THE PUBLIC DEFENDER  
(309) 888-5235 Fax (309) 888-5765  
Law & Justice Center  
104 W. Front Room 603 Bloomington, Illinois 61701

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Illinois Juvenile Justice Commission  
Deirdre Smith  
1112 S. Wabash—Fourth Floor  
Chicago, IL 60605

March 10, 2003

Application for Juvenile Justice Grant

Dear Ms. Smith:

My office is applying for the Access to Counsel Challenge Grant. As I prepared the grant application I became acutely aware of the gaps in our provision of service to our juvenile clients. You will see that we have very few (three, to be exact) attorneys in our juvenile division to serve several hundred clients. Our support staff is limited to two part-time assistants to do all the secretarial work in this division. Obviously, we are understaffed. At one time we had a substantial budget to employ contract counsel to handle a number of the cases; this budget item was cut in half this year. Because of the county's budget constraints this year and a projected shortfall for the foreseeable future, we can not add staff at this time.

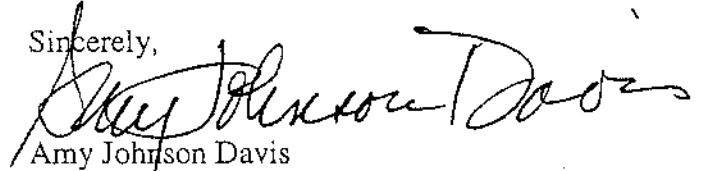
While there are many staff needs in the Public Defender's Office, one of the most acute needs is for a social worker to contact juvenile clients promptly as soon as they are taken into detention and to assess their legal and social needs in a timely manner. This person would presumably go to the detention center early each morning to talk to clients arrested within the past twenty-four hours. The information would then be made available to the juvenile attorney charged with representing our delinquency clients so that he could get a jump start in the process. He would be better equipped to present the court with information suggesting that they need not be detained. Very little information is currently available to us at this time; as a consequence, we are at a disadvantage in the initial stages of the case.

This is not the first grant our office has received. I have convinced the McLean County Board to continue to fund several positions initially funded by other grants. We have kept complete and accurate records for those grants and we have created a relationship of

trust between our office and the County Board regarding our applications for and management of these grants.

I will certainly devote whatever time is required to assure this grant, if received, provides essential services to our clients and enhances our service to them.

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Johnson Davis", written in a cursive style.

Amy Johnson Davis  
Public Defender



OFFICE OF THE PUBLIC DEFENDER  
(309) 888-5235 Fax (309) 888-5765  
Law & Justice Center  
104 W. Front Room 603 Bloomington, Illinois 61701

---

March 10, 2003

Illinois Juvenile Justice Commission  
Deirdre Smith  
1112 S. Wabash, Fourth Floor  
Chicago, IL 60605

Dear Sir or Madam:

I am Juvenile Chief in the McLean County Public Defender's office. The assistant assigned to delinquency cases would receive full support in participation in the Access to Counsel Project. One of the goals of the juvenile division is to be able to obtain quickly detailed information about minors in custody, so that trial counsel can explore non-custodial alternatives to pretrial detention. Unfortunately, county budgetary restrictions prohibit the expenditure of funds to help us in this important goal.

I am supportive of the juvenile division's participation in the Access to Counsel Project and will work to ensure its successful implementation. Should you have any questions about our commitment to project participation, please do not hesitate to call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon McPhee", is written over a horizontal line.

Jon McPhee  
Juvenile Chief

# Circuit Court of Illinois

Eleventh Judicial Circuit

McLean County

CHAMBERS OF  
SCOTT D. DRAZEWSKI  
ASSOCIATE CIRCUIT JUDGE  
LAW & JUSTICE CENTER  
BLOOMINGTON, IL 61701  
(309) 888-5290



COUNTIES  
FORD  
LIVINGSTON  
LOGAN  
MCLEAN  
WOODFORD

March 11, 2003

Ms. Deirdre Swift  
Illinois Juvenile Justice Commission  
1112 S. Wabash - 4<sup>th</sup> Floor  
Chicago, IL 60605

Re: Access to Counsel Juvenile Justice Grant

Dear Ms. Swift:

My judicial assignment has been in juvenile court for the past three years, specifically, the delinquency division. During this time I have observed a continuous increase in delinquency cases. Because these matters begin with the offender's detention, I am eager to receive as much information as possible to assist me in making the decision concerning his/her continued pretrial detention. Often the data provided to me is inadequate to support such an important ruling.

Because of county budget constraints, the McLean County criminal justice system is understaffed. In particular, the Public Defender's Office is handicapped by insufficient personnel. While the sole delinquency attorney handles his work efficiently and competently represents his clients, he needs help. His court schedule prohibits daily visits to the Juvenile Detention Center, which is located at some distance from the courthouse. Having a staff member to gather information from the juveniles and their families/teachers/doctors and social service workers would be invaluable to him and to the Court.

I fully support this grant application. Please feel free to contact me for further information.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Scott D. Drazewski".  
Scott D. Drazewski  
Associate Circuit Judge

SDD:mph

CIRCUIT COURT OF ILLINOIS

ELEVENTH JUDICIAL CIRCUIT

McLEAN COUNTY

CHAMBERS OF  
JOHN P. FREESE  
LAW & JUSTICE CENTER  
BLOOMINGTON, IL 61701

COUNTIES  
FORD  
LIVINGSTON  
LOGAN  
McLEAN  
WOODFORD



March 12, 2003

Ms. Diedre Swift  
Illinois Juvenile Justice Commission  
1112 South Wabash - 4<sup>th</sup> Floor  
Chicago, IL 60605

RE: Access to Counsel Juvenile Justice Grant

Dear Ms. Swift:

I am aware that McLean County Public Defender Amy Davis has made application for the Access to Counsel Grant available through the Illinois Juvenile Justice Commission. I have communicated regarding this grant application with Public Defender Davis, Director of Court Services Roxanne Castleman, and Juvenile Judge Scott D. Drazewski. I have also reviewed the documents being transmitted to your offices by each of them in support of the grant application.

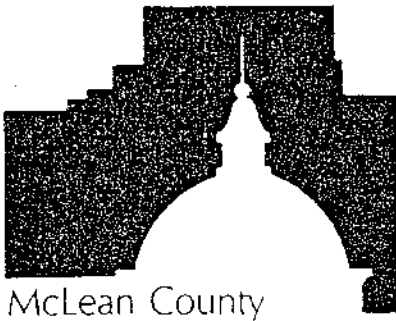
I believe that the grant, if approved for McLean County, will benefit the Public Defender's Office--and the total juvenile justice system--in the provision of services to juveniles charged with delinquent acts in McLean County and their families.

I endorse the grant application from McLean County Public Defender Davis and respectfully request your consideration and approval.

Very truly yours,

John P. Freese  
Chief Judge

km



**COURT SERVICES**

104 W. Front, Box 2400 Law & Justice Center Bloomington, Illinois 61702-2400

(309) 888-5360 Adult Division  
(309) 888-5370 Juvenile Division

Fax (309) 888-5434  
Fax (309) 888-5831

Deirdre Swift  
Illinois Juvenile Justice Commission  
1112 S. Wabash—4<sup>th</sup> Floor  
Chicago, IL 60605

March 11, 2003

Re: Application for Access to Counsel Juvenile Justice Grant

Dear Ms. Swift:

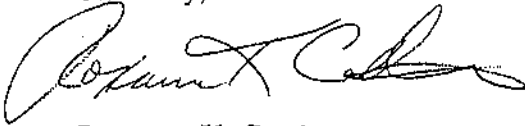
As the Director of Court Services in McLean County I have a continuing interest in the welfare and treatment of juvenile offenders. A major problem for the juvenile justice system in our county is the lack of information about the offender and his background at the time of the initial detention hearings and even for some time thereafter. Because of recent cutbacks in staff neither the public defender's office nor the juvenile probation office currently has the personnel to provide counsel and probation with the information necessary to fully advise the Court about the juvenile detainee's circumstances. This inevitably leads to decision-making in a vacuum, which often leads to detaining clients who may have other, better options.

We also need to address the special needs of detainees in a prompt manner. Many of these juveniles have substance abuse problems, learning disabilities, mental and physical health issues and family-generated problems which could be diagnosed and treated sooner if we could conduct thorough interviews with the offenders and their families, teachers, and others as soon as they are detained. We simply lack the personnel to accomplish this expeditiously.

Finally, because there is a finite capacity for our Juvenile Detention Center, and because housing juvenile offenders is an expensive process, especially where there are better alternatives, we have an interest in limiting the numbers of those detained. More information at the outset of the case would be extremely useful for this purpose.

My office strongly supports this grant application. I will be happy to give you additional information at any time.

Sincerely,

A handwritten signature in dark ink, appearing to read "Roxanne K. Castleman", with a large, stylized initial "R" and a long, sweeping underline.

Roxanne K. Castleman  
Director  
McLean County Court Services

Illinois Juvenile Justice Commission & Illinois Department of Human Services

# Access to Counsel Challenge Grant Project

## Facilitating access to counsel for juvenile-justice involved youth

DRAFT

*March 1st*

### Project Overview:

The nation's first juvenile court was founded in Illinois over a century ago in recognition that effective and just treatment of juvenile offenders requires different processes and outcomes than those established for adult offenders. To ensure that the juvenile justice process functions as intended to provide youth with the opportunities to change their behaviors and capacities, informed detention admission decisions, case processing and legal advocacy for youth in the system is critical. The Illinois Juvenile Justice Commission (IJJC) and the Illinois Department of Human Services (DHS) assert that, while effective legal representation is of significant concern at *all* stages of the juvenile justice process, effective advocacy is particularly critical at the *earliest* stages of the juvenile justice process, and most specifically at the pre-adjudicatory detention hearing. The federal Office of Juvenile Justice and Delinquency Prevention states that, "a youth securely detained prior to adjudication is more likely to be subsequently incarcerated. Indeed, pre-adjudication detention is one of the best predictors of commitment to a state juvenile corrections facility." (OJJDP Fact Sheet Number 11: Disproportionate Minority Confinement)

To assist in improving detention admission decisions, case processing and legal advocacy for youth, the IJJC / DHS will allocate Challenge Funds (pursuant to the federal Juvenile Justice and Delinquency Prevention Act) to enhance the systemic examination and systemic improvement efforts facilitated through the Illinois Juvenile Detention Alternatives Initiative (JDAI). This Challenge Activity will enhance counties' abilities to address the six core principles of the JDAI with a focus on the role of legal counsel and advocacy for youth, as follows:

1. **Governance:** Ensuring that local stakeholders are committed to and active in examining and improving the local juvenile justice system, including ensuring the participation of public and private defenders in this process.
2. **Data:** Ensuring that local stakeholders, including public and private defenders, have access to and utilize data regarding the local juvenile justice system as well adequate data on individual youth to ensure objective, data-driven detention decisions and processes.
3. **Intake:** Examining local detention intake processes and policies and identifying means to ensure resources to reduce unnecessary detention of youth, including identification of gaps in adequate access to counsel and / or counsel resources necessary for effective advocacy for youth.
4. **Case Processing:** Examining case processing policy and practice and identifying means to appropriately reduce unnecessary detention admissions and reduce length of detention stays, including identification of gaps in adequate access to counsel and / or counsel resources necessary for effective advocacy for youth and maximally efficient case processing of youth.
5. **Continuum of Alternatives:** Identifying and developing an adequate continuum of community-based services which reduce unnecessary use of secure detention and support advocacy for individual youth through the provision of alternatives to secure detention.
6. **Conditions of Confinement:** Ensuring safe, structured and appropriate detention conditions and programming for youth who must be securely detained.

### Project Elements:

IJJC / DHS has available approximately \$176,000 for this activity and seeks to select up to three communities participating in the JDAI, in which to examine the provision of legal representation to youth in the juvenile justice system, identify gaps or obstacles to effective legal advocacy for youth, and to support pilot programs which can address these gaps and obstacles. To do so, IJJC and DHS seek to establish partnerships within the legal and court communities which serve these youth, both within the public defender system as well as the private legal community.



These Access to Counsel Challenge Funds will be to support the following activities:

- **Assessing and enhancing the role of public and private defenders in:**

- o The local JDAI collaborative / governance body
- o Detention intake processes and policies
- o Case processing practices and policies
- o Advocacy for and utilization of community-based services, including detention alternatives?
- o Ensuring appropriate conditions of confinement for individual youth

- **Providing technical assistance to:**

- o Identify gaps in resources and / or policy in providing effective legal advocacy for youth
- o Develop and implement pilot programs to address any gaps identified and to ensure public and private defender participation in local JDAI efforts. Programming efforts may include (but are not limited to) the following:

\* **Detention response units:** These response units will enable public defenders to respond immediately when a youth is placed in secure detention, gather critical information on the youth's status, needs and resources and therefore advocate more effectively for that youth at the detention hearing. Pilot response units may include staff and resources to interview and assess youth, identify appropriate community-based supervision or programming which could serve as an alternative to detention and develop a plan for the release and supervision of youth.

\* **Case Expediting:** Examining case processing policy and practice to identify and address any policy or practice which may unnecessarily increase detention admissions and / or length of stay. May also involve the allocation of staffing or other support resources to expedite case processing and thereby reduce unnecessary admissions or reduce length of stay for youth in detention.

\* **"Wrap-around" legal services and support:** Provision of holistic legal services for juvenile justice involved youth and their families may address the underlying factors contributing to court-involvement more effectively than traditional advocacy limited to the juvenile justice proceedings. Such services and support could include working with the youth and family to resolve critical educational issues, housing crises, involvement in other legal proceedings, child support enforcement or other legal services needs.

\* **Other activities, as identified:** These activities include development of a strategic plan to improve access to counsel for youth. These activities may include planning for establishment of dedicated juvenile justice defenders, adequate supervision and support for defenders handling juvenile caseloads, development of policy and practice to facilitate effective representation, and other means to ensure effective legal advocacy for youth.

- **Providing training and ongoing education opportunities to public and private defenders to enhance their ability to effectively advocate for youth in the juvenile justice system.**

- \* **Training resources for public defenders:** Ensuring that both new and seasoned defenders have access to training opportunities is critical in ensuring effective advocacy. In addition, providing training on programming which effectively addresses youth's criminogenic needs while ensuring public safety can encourage resolution of delinquency cases through utilization of community-based resources rather than detention or incarceration. Training opportunities may address both legal issues as well as youth development issues, effective practices and programs to serve youth, and the availability of community-based services and other resources which may benefit the youth they represent and enhance their ability to effectively advocate for those youth.

# Access to Counsel Project Proposal: Overview of Jurisdiction

(to be completed by Chief Public Defender or his / her designee)

## Assignment of Counsel and Supervision of Juvenile Justice Cases:

Please briefly describe the structure and staffing of the Public Defender's Office in your county. Indicate the total number of attorneys on staff for the Office and whether there is a dedicated juvenile justice (delinquency) unit or caseload.

### If there is a specialized juvenile justice unit or caseload:

- Please indicate the number of attorneys assigned to this unit and whether they are full time or part time.
- Please indicate the supervision structure for the unit. Please attach an organization chart, if possible, indicating the unit's placement and oversight within the Office of the Public Defender.
- Please describe the criteria and /or policies for assigning attorneys to the unit
- Indicate the average number of cases for each attorney in the unit.
- Please describe training (general sources and topics) provided to attorneys assigned to the unit.
- Please describe the support staffing (paralegal, investigation, etc.) assigned to the unit.

### If there is not a specialized juvenile justice unit or caseload:

- 1 - Please indicate how juvenile justice (delinquency) cases are assigned to attorneys and describe criteria and policies for doing so. *only 1 delinquent atty.*
- 2 - Please indicate how juvenile justice (delinquency) cases are supervised within the Office.
- 3 - Please describe training (general sources and topics) provided to attorneys handling these cases.
- 4 - Please describe the support staffing (paralegal, investigation, etc.) available to attorneys handling these cases. *1 support staff - legal sec.*

## Appointment of private counsel:

- 1 - Please indicate the frequency of and methodology for the appointment of private counsel for youth in juvenile justice (delinquency cases). *- conflict*
- 2 - Please describe the minimum qualifications of private attorneys eligible for appointment.
- 3 - Please describe training (general sources and topics) provided to private attorneys appointed in juvenile justice (delinquency) cases.
- 4 - Please describe the support staffing (paralegal, investigation, etc.) available through the Office of the Public Defender or the Court for private attorneys appointed in juvenile justice (delinquency) cases. *none*

## Detention Intake Policies and Processes:

Please briefly describe the detention intake process in your county and describe the role of the Office of the Public Defender in detention intake decisions (if any).

- 1\*- Please indicate the timeframe and means by which the Office is notified of the detention of individual youth.
- 2\*- Please describe the policies, practices and timeframes under which the Office responds to detention admissions.
- 3\*- Please describe the policies and practices governing information gathering and representation of youth before and at the detention hearing.

## Case Processing:

Please briefly describe case processing policies, practices and schedules which may impact the length of stay for youth detained at the initial detention hearing.

## Role of the Office of the Public Defender in Local Juvenile Justice Collaboratives:

Please describe the role of the Office of the Public Defender in local collaboratives, committees or groups which examine the local juvenile justice system. Specifically, please describe the role of the Office on the local Juvenile Detention Alternatives Initiative (JDAI) governing committee and the Juvenile Justice Council. Other examples of local collaboratives include (but are not limited to) local delinquency prevention policy boards, Local Area Networks (LANs) and Disproportionate Minority Confinement (DMC) project advisory boards.

## Self-Identified Project Goals:

Please describe your interest in participation in the Access to Counsel Project and identify any initial goals you have

**VII Stakeholder Commitment:**

Meaningful project participation will require that local juvenile justice stakeholders actively participate in the following:

- Examination of local policy, practices and data
- Support of and participation in technical assistance sessions
- Allowing appropriate staff participation in training and educational opportunities
- Assistance in designing local pilot projects and utilization of those projects
- Consideration of policy and practice modifications based on project participation
- Sustaining efforts to enhance access to counsel resources and policies following program participation

//// Therefore, it is critical that local stakeholders are supportive of and committed to project participation. Please attach brief letters of support and commitment for participation in the Access to Counsel Project from each of the following:

- Chief Public Defender
- Supervising Juvenile Justice (Delinquency) Assistant Public Defender (if applicable)
- Chief Judge of the Circuit
- Presiding / Supervising Juvenile Justice (Delinquency) Judge(s)
- Chief Managing Officer, Probation and Court Services

April 7, 2003

**McLean County Board  
Justice and Public Safety Committee  
Bloomington, IL 61701**

**Re: Monthly Caseload - MONTH ENDING FEBRUARY 28, 2003.**

Dear Committee Members:

Pursuant to statute, I am forwarding this report to your attention and I am causing a copy to be filed with the Circuit Clerk's office of McLean County.

During the above-mentioned time period, in the discharge of our duties to indigent persons in McLean County we have been assigned the following new cases in the area set forth. The activities in which we are involved differ in no substantial manner from those which have earlier been reported.

CASE TYPES	MONTHLY TOTALS 2002	MONTHLY TOTALS 2003	YTD TOTALS 2002	YTD TOTALS 2003	% CHANGE YTD
FELONIES	93	73	191	151	<21%>
MISDEMEANORS	81	69	183	206	11%
DUI	31	19	56	54	<4%>
TRAFFIC	59	72	147	159	8%
JUVENILE	21	18	39	28	<28%>
(DELINQUENT)	13	7	25	19	<24%>
(ABUSE/NEGLECT)	8	11	14	9	<36%>
OTHER	0	3	0	3	100%
TOTAL	285	254	616	601	<2%>

Following are the caseload assignments to each of the full-time and contract attorneys for the reporting month of: **MONTH ENDING February 28, 2003.**

CASE TYPE	PUBLIC DEFENDER ATTORNEYS	YTD TOTALS	NEW MONTHLY TOTALS	NEW PTR/REVIEW TOTALS
F	TRACY SMITH	15	8	4
F	JAMES TUSEK	11	4	3
F	RONALD LEWIS	23	12	4
F	BRIAN MCELDFOWNEY	23	15	4
M	CARLA BARNES	75	25	0
F	CARLA BARNES	16	7	6
M	ROBERT KEIR	127	43	4
F	ROBERT KEIR	8	4	3
DUI	ANTHONY ORTEGA	59	21	1
F	ANTHONY ORTEGA	6	4	1
F	JOHN WRIGHT-C	11	3	0
F	LEE ANN HILL-C	11	4	0
F	TONY TOMKIEWICZ-C	13	6	0
TR	DAWN NATION	158	71	2
J	JON MCPHEE	11	7	0
J	ART FELDMAN	9	7	2
J	KELLY CAVANAUGH	7	3	0
J	ALAN NOVICK-C	1	1	0
PRIV	PRIVATE COUNSEL	77	40	0
W/D	WITHDRAWN	3	1	0

PTR= Petition to Revoke Probation

F = Felony

J = Juvenile

O = Other

P.C.=Post Conviction Remedy Cases

C= Contract Attorney (6-7 Cases per Month)

DUI= DUI

TR= Traffic

M= Misdemeanor

**DATE:** April 7, 2003

**TO:** Justice Committee

**FROM:** Amy Johnson Davis

**RE:** Monthly Report

**FEBRUARY 2003 DISPOSITIONS**

DISPOSITION	FELONY	MISDEMEANOR	TRAFFIC / DUI
PLEA / ORIGINAL OFFER	35	36	56
PLEA / LESSER	11	5	21
BENCH TRIAL / WIN	0	0	0
BENCH TRIAL / LOSS	1	2	0
JURY TRIAL / WIN	1	0	0
JURY TRIAL / LOSS	1	0	0
DISMISSED / UPFRONT	1	14	4
DISMISSED / TRIAL	4	16	1
KNOCKDOWN	4	0	0
DISMISSED PER PLEA	6	14	6
PRIVATE COUNSEL	27	10	3
PLEA / BLIND	11	0	0
REFILED AS FELONY	0	0	0
WITHDRAWN	1	0	0
DIRECTED VERDICT	2	0	0
P.D. DENIED	2	0	0

### Comparative Jury Trial Statistics

<b>Month:</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>	<b>2000</b>	<b>1999</b>
<b>Jan:</b>	<b>13</b>	<b>10</b>	<b>11</b>	<b>3</b>	<b>7</b>
<b>Feb:</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>6</b>	<b>10</b>
<b>Mar:</b>	<b>8</b>	<b>8</b>	<b>18</b>	<b>9</b>	<b>9</b>
<b>Apr:</b>		<b>10</b>	<b>6</b>	<b>7</b>	<b>5</b>
<b>May:</b>		<b>9</b>	<b>12</b>	<b>7</b>	<b>9</b>
<b>June:</b>		<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>July:</b>		<b>10</b>	<b>15</b>	<b>8</b>	<b>6</b>
<b>Aug:</b>		<b>12</b>	<b>9</b>	<b>6</b>	<b>12</b>
<b>Sept:</b>		<b>11</b>	<b>11</b>	<b>9</b>	<b>16</b>
<b>Oct:</b>		<b>13</b>	<b>11</b>	<b>2</b>	<b>6</b>
<b>Nov:</b>		<b>10</b>	<b>2</b>	<b>4</b>	<b>8</b>
<b>Dec:</b>		<b>10</b>	<b>11</b>	<b>6</b>	<b>8</b>
<b>Totals:</b>		<b>120</b>	<b>123</b>	<b>77</b>	<b>107</b>





February 2003

## **COURT SERVICES ADULT/JUVENILE DIVISION STATISTICS**

### **ADULT DIVISION**

7 Officer Supervision Unit - 3 Officer PSI Unit

Total Caseload -- 1089 (1117 last month)

Average caseload per officer 155 (60 AOIC recommendation)

Pre-Sentence Reports Completed -- 32 (29 last month)

\* Total Workload Hours Needed -- 1879.75 (2131.75 last month)

\*\* Total Hours Available - 1650.00

\* According to AOIC standards it would take this amount of hours per month to complete all requirements of case supervision and report writing.

\*\* The number of work hours available to the division (11 officers working 150 hours each per month).

AOIC workload standards indicate **an additional 1.53 adult officers are needed.** (3.21 last month)

### **JUVENILE DIVISION**

4 Officer Division

Total Caseload -- 125 (122 last month)

Average caseload per officer 31 (35 AOIC recommendation)

Social History Reports Completed -- 9 (10 last month)

\* Total Workload Hours Needed -- 486.50 (489.50 last month)

\*\* Total Hours Available 600.00

\* According to AOIC standards it would take this amount of hours per month to complete all requirements of case supervision and report writing.

\*\* The number of work hours available to the division (4 officers working 150 hours each per month).

AOIC workload standards indicate **an additional - 76 juvenile officers are needed.** (0.08 last month)

### **EARLY INTERVENTION PROBATION (EIP)**

3 Person unit with a maximum caseload of 45

Total caseload 35

February 2003

## **SPECIAL PROGRAMS**

### **INTENSIVE PROBATION UNIT ADULT**

3 person unit with a maximum caseload of 40

Total Caseload – 29 (30 last month)

### **INTENSIVE PROBATION UNIT JUVENILE**

1 ½ person unit with a maximum caseload of 15

Total Caseload – 15 (16 last month)

### **DRIVING UNDER THE INFLUENCE UNIT**

1 person unit with a maximum caseload of 40

Total Caseload - 88 (89 last month)

### **JUVENILE INTAKE**

2 person unit

Total Informal Conferences - 20 (16 last month)

Total Caseload Informal Probation – 35 (22 last month)

Total Intake Screen Reports – 32 (50 last month)

### **COMMUNITY SERVICE PROGRAM**

1 person unit

Total Caseload Adult - 447 (466 last month)

Total Caseload Juvenile - 33 (34 last month)

Total Hours Completed Adult – 3583.00 (\$18,810.75 Symbolic Restitution)

Total Hours Completed Juvenile – 180.00 (\$ 945.00 Symbolic Restitution)

Total Worksites Used – 33 (33 last month)

### **DOMESTIC VIOLENCE PROGRAM**

3 person unit (2 Officers and 1 Clerk)

Total Probation Caseload - 71 (81 last month)

Total Court Supervision/Conditional Discharge Caseload – 328 (335 last month)



[illegible]

[illegible][illegible]

[illegible]

**PROGRAM TITLE:**

Law Enforcement and Prosecutor-Based Victim Assistance Services

**AGREEMENT NUMBER:**

202036

**PREVIOUS AGREEMENT NUMBER(S):**

N/A

**ESTIMATED START DATE:**

March 1, 2003

**SOURCES OF PROGRAM FUNDING:***Victims of Crime Act (FFY 02) Funds:*

\$ 86,999

*Matching Funds:*

\$ 21,750

**Total:****\$108,749****IMPLEMENTING AGENCY:**

County of McLean on behalf of the Office of the State's Attorney

**ADDRESS:**104 W. Front Street  
Room 605  
Bloomington, IL 61701**IRS TAX IDENTIFICATION NUMBER:**

37-6001569

**AUTHORIZED OFFICIAL:**

Michael P. Sweeney

**TITLE:**

McLean County Board President

**TELEPHONE:**

(309) 888-5110

**PROGRAM FINANCIAL OFFICER:**

Rebecca McNeil

**TITLE:**

McLean County Treasurer

**TELEPHONE:**

(309) 888-5180

**PROGRAM AGENCY:**

Office of the McLean County State's Attorney

**ADDRESS:**104 W. Front Street  
Room 605  
Bloomington, IL 61701**PROGRAM DIRECTOR:**

William A. Yoder

**TITLE:**

McLean County State's Attorney

**TELEPHONE:**

(309) 888-5401

**EMAIL:**

wyoder@mclean.gov

**FISCAL CONTACT PERSON:**

William A. Yoder

**AGENCY:**

McLean County State's Attorney's Office

**TITLE:**

McLean County State's Attorney

**TELEPHONE:**

(309) 888-5401

**FAX:**

(309) 888-5429

**EMAIL:**

wyoder@mclean.gov

**PROGRAM CONTACT PERSON:**

Margie Meegan Jordan

**TITLE:**

McLean County Victim-Witness Service Director

**TELEPHONE:**

(309) 888-5400

**FAX:**

(309) 888-5429

**EMAIL:**

Margie@mclean.gov

## INTERAGENCY AGREEMENT

### Victims of Crime Act of 1984

This interagency agreement is entered into by the Illinois Criminal Justice Information Authority, with its offices at 120 South Riverside Plaza, Chicago, Illinois 60606, hereinafter referred to as the "Authority", and the County of McLean on behalf of the Office of the State's Attorney, hereinafter referred to as the "Implementing Agency," with its principal offices at 104 W. Front Street, Room 605, Bloomington, IL 61701, for implementation of the Law Enforcement and Prosecutor-Based Victim Assistance Services Program.

**WHEREAS**, Section 7(k) of the Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) establishes the Authority as the agency "to apply for, receive, establish priorities for, allocate, disburse and spend grants of funds that are made available...from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds;" and

**WHEREAS**, pursuant to the Victims of Crime Act of 1984, the Authority has been designated as the State agency responsible for administering this program; and

**WHEREAS**, pursuant to the Authority's rules entitled "Operating Procedures for the Administration of Federal Funds," (20 Illinois Administrative Code 1520 et seq.) the Authority awards federal funds received by the State of Illinois pursuant to the Victims of Crime Act of 1984 and enters into interagency agreements with state agencies, units of local government, and not-for-profit organizations for the use of these federal funds; and

**WHEREAS**, the priorities of the Illinois Victims of Crime Program are:

Services to victims of crime, with priority given to victims of sexual assault, domestic violence and child abuse, and underserved victims of violent crime;

Services that assist the crime victim in participating in criminal justice proceedings and obtaining compensation for loss suffered as a result of victimization; and

Training of persons who provide services to victims of crime; and

**WHEREAS**, to ensure the minimum provisions of basic services to all victims of crime, the Authority's Action Plan prioritizes funding programs in the following manner:

Continue current victim service initiatives;

Provide victim services to underserved or unserved areas;

Expand and strengthen current victim services; and

Implement new victim service initiatives after other funding areas are adequately addressed; and

**WHEREAS**, the Authority designated the County of McLean on behalf of the Office of the State's Attorney to receive funds for the purpose of implementing a program to address one of the named areas.

**NOW, THEREFORE, BE IT AGREED** by and between the Illinois Criminal Justice Information Authority and the County of McLean on behalf of the Office of the State's Attorney as follows:



## SECTION 1. DEFINITIONS

"Program": means a planned, integrated approach to an identified problem which is characterized by clear goals, measurable objectives, the implementation of strategies to achieve those objectives and a mechanism for assessing the effectiveness of those strategies.

## SECTION 2. PERIOD OF PERFORMANCE AND COSTS INCURRED

The period of performance of this agreement shall be from March 1, 2003 through February 28, 2005.

Costs incurred before the execution date of this agreement may be charged to this agreement if included in Exhibit B, incurred during the period of performance, and the Implementing Agency performed in accordance with the terms and conditions of this agreement.

The Authority shall not be responsible for costs incurred before or after the period of performance of this agreement.

## SECTION 3. COMMENCEMENT OF PERFORMANCE

If performance has not commenced within 60 days of the original starting date of this agreement, the Implementing Agency agrees to report by letter to the Authority the steps taken to initiate the program, the reasons for the delay, and the expected starting date.

If the program is not operational within 90 days of the starting date of this agreement, the Implementing Agency agrees to submit a second letter to the Authority explaining the implementation delay. The Authority may at its discretion either cancel this agreement or extend the implementation date of the program past the 90-day period.

If the program is interrupted for more than 30 days after commencement, due to loss of staff or any other reason, the Implementing Agency agrees to notify the Authority in writing explaining the reasons for the interruption and the steps being taken to resume operation of the program. The Authority may, at its discretion, reduce the amount of federal funds awarded and/or terminate this agreement if the program is interrupted for more than 90 days.

If this agreement is terminated due to this section, the Authority will only pay for those services rendered as of the date service delivery ceased. Any funds advanced to the Implementing Agency and not expended as of that date shall be repaid to the Authority upon notification by the Authority.

## SECTION 4. PROGRAM DESCRIPTION AND BUDGET

The Implementing Agency agrees to undertake and perform in a satisfactory manner in accordance with the terms and conditions of this agreement, the program described in the Program Description attached and incorporated as Exhibit A and the Budget attached and incorporated as Exhibit B.

- a) In administering the program described in Exhibit A the Implementing Agency agrees that it:
  - i) Is a nonprofit organization or public agency that provides services to victims of crime;
  - ii) Has a record of providing effective service to victims of crime and at least 20 percent of its financial support (including in-kind contributions) is from non-federal sources; or, if has not yet demonstrated a record of providing services, it can demonstrate that 25-50 percent of its financial support comes from non-federal sources;
  - iii) Utilizes volunteers;

- iv) Promotes coordinated public and private efforts within the community served to aid crime victims;
  - v) Assists victims in seeking available crime victim compensation benefits;
  - vi) Maintains statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, and permits reasonable access to its books, documents, papers, and records to determine whether the Implementing Agency is complying with applicable civil rights laws; this requirement is waived when the Implementing Agency is providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim;
  - vii) Provides services to victims of federal crimes on the same basis as victims of State and local crimes;
  - viii) Provides services to crime victims, at no charge, through the program described in Exhibit A; and
  - ix) - Maintains confidentiality of client-counselor information, as required by State and federal law.
- b) The Implementing Agency certifies that only those costs related to the delivery of direct services to victims of crime shall be paid pursuant to this agreement, in accordance with Exhibit B.

## SECTION 5. PAYMENT

The Authority agrees to make payment to the Implementing Agency for the administration and implementation of the program described in Exhibit A. Upon receipt of the fiscal and progress reports described in Section 9 of this agreement, quarterly payments will be made to the Implementing Agency. No payment will be made until all outstanding reports are received by the Authority, including outstanding reports from previously funded Authority programs. In addition, due to the unique requirements of the program being funded, the Implementing Agency may request that an advance payment be made during any quarter and must include supporting documentation with the request. Requests for advance payment are subject to review and approval. No payment will be made to an Implementing Agency unless and until the Implementing Agency is in full compliance with applicable state and federal laws and the terms and conditions of this agreement.

The maximum amount of federal funds payable under this agreement is \$86,999 and is dependent on the expenditure of matching funds as described in Section 6 and Exhibit B, and the performance of the Implementing Agency in accordance with the terms and conditions of this agreement.

The Implementing Agency must provide for the deposit of program funds, including federal and matching funds, into a bank account in the name of the Implementing Agency, either depositing such funds into an account separate from any of its other bank accounts or treating such funds as a separate line item per its budget and audited financial statements. Federal funds shall be immediately deposited into such bank account.

## SECTION 6. MATCH

The Implementing Agency certifies that it (a) meets the requirements of Section 4 of this agreement and (b) has at least 20 percent of its support (including in-kind contributions) from sources other than federal funds for the program described in Exhibit A. Therefore one dollar in cash or in-kind match is required for each four dollars of federal funding received.

Failure of the Implementing Agency to apply non-federal financial support to the program described in Exhibit A in the amount of at least 20 percent of such program's costs, shall result in a proportionate reduction in the amount of federal funds awarded under this agreement and may result in the return of funds already awarded. To meet this matching funds requirement, the Implementing Agency shall apply non-federal financial support to the program, as described in Exhibit B.

#### SECTION 7. OBLIGATIONAL LIMITATION

Payment under this agreement is subject to passage of a suitable and sufficient appropriation by the Illinois General Assembly. Obligations of the State of Illinois will cease immediately without penalty of further payment being required in any fiscal year should the actions of the General Assembly or any applicable funding source result in the failure to appropriate or otherwise make available sufficient funds for this agreement.

#### SECTION 8. NON-SUPPLANTATION

The Implementing Agency certifies that Federal funds made available under this agreement will not be used to supplant available state and local funds, but will be used to increase the amounts of funds that, in the absence of these Federal and matching funds, would be made available to the Implementing Agency for crime victim assistance services.

#### SECTION 9. REPORTING REQUIREMENTS

Unless required on a more frequent basis by the Authority, the Implementing Agency agrees to submit the following minimum data to the Authority on a quarterly basis, with quarters beginning at the start of the calendar year, within 15 days following the quarter covered by the report:

- a) Victim Statistics: Total number of victims served by program, type of crime, type of services provided, race, national origin, sex, age, and disability, where such information is voluntarily furnished by those receiving services; and
- b) Staff Information: Number of hours contributed during the reporting period by paid and volunteer professional and clerical staff and interns.
- c) Program Information and Activities: Number of referrals to other agencies.

The Implementing Agency agrees to submit the following information as required by the Authority:

- a) Changes which have been made in the program since receiving the federal funds which will benefit victims of crime;
- b) A short description of how the program has coordinated its activities with other service providers in the community;
- d) A short description of how the program has assisted crime victims in seeking available crime victim compensation benefits;
- e) Victim statistics, including the total number of victims served by criminal justice status (i.e. reporting/non-reporting, prosecution/non-prosecution);
- f) Staff information, including the number of hours of training received by volunteers and paid staff; and
- g) Program information and activities, including the number of hours of training presented, number of

hours of public information and education programs presented.

The Implementing Agency is further required to submit quarterly fiscal reports and to file year-end program financial status reports, the content and form of which will be determined by the Executive Director of the Authority.

The Implementing Agency agrees to report any additional information required by the Executive Director of the Authority.

#### **SECTION 10. MAINTENANCE OF RECORDS**

The Implementing Agency agrees to maintain records which document activity reported to the Authority pursuant to Section 9 of this agreement. Such records shall be accessible to the Authority for monitoring purposes no more than 10 days following a request that such records be produced by the Implementing Agency. Inability of the Implementing Agency to produce such records or failure to produce such records shall be cause for suspension or termination of this agreement.

The Implementing Agency agrees to retain financial and program records for a minimum of 3 years after the expiration date of this agreement, or 3 years after closure of Implementing Agency's most recent audit report, whichever is later. The Implementing Agency shall maintain, for this 3-year period, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this agreement; the agreement and all books, records, and supporting documents related to the agreement shall be available for review and audit by the Auditor General, federal awarding agency personnel, the Authority, or any person duly authorized by the Authority; and the Implementing Agency agrees to cooperate fully with any audit conducted by the Auditor General, the federal awarding agency, the Authority or any person duly authorized by the Authority, and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

If any litigation, claim, negotiation, audit, review or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until the completion of the action and resolution of all issues that arise from it or until the end of the regular 3-year period, whichever is later.

#### **SECTION 11. PROCUREMENT REQUIREMENTS, REQUESTS FOR PROPOSALS, CONFLICT OF INTEREST**

All procurement transactions shall be conducted by the Implementing Agency in a manner to provide, to the maximum extent practical, open and free competition. The Implementing Agency must use procurement procedures which minimally adhere to standards established by the Illinois Procurement Code (30 ILCS 500) and all applicable executive orders and federal guidelines. The Implementing Agency shall also adhere, and assure that its contractors and subcontractors adhere, to all applicable certification and disclosure requirements of the Illinois Procurement Code.

The Implementing Agency should follow its established procurement process if it minimally adheres to standards established by the Illinois Procurement Code (30 ILCS 500), applicable federal guidelines, and the following requirements. If the Implementing Agency's established procurement process is less competitive than the following requirements, the following more competitive requirements must be adhered to in lieu of the Implementing Agency's procurement process.

- For procurements of less than \$25,000, the Implementing Agency must solicit quotes or bids from at least three sources.

- For procurements of \$25,000 or more, the Implementing Agency must formally advertise the proposed procurement through an Invitation for Bids (IFB), or a Request for Proposals (RFP) process.

All RFP's of \$25,000 or more, that involve the use of federal or matching funds, must be submitted by the Implementing Agency to the Authority for review and written approval prior to their issuance.

The Implementing Agency agrees to comply with applicable provisions of the Illinois Procurement Code (30 ILCS 500) prohibiting conflicts of interest, and all applicable terms, conditions and provisions of the code are made a part of this agreement the same as though they were incorporated and included herein.

No employee, officer or agent of the Implementing Agency shall participate in the selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.

## SECTION 12. DISCLOSURE OF SOLICITATION FOR EMPLOYMENT

The Implementing Agency shall notify the Authority's Ethics Officer if the Implementing Agency solicits or intends to solicit for employment any of the Authority's employees during any part of the award funding process or during the term of any interagency agreement awarded.

## SECTION 13. ELIGIBILITY FOR EMPLOYMENT IN THE UNITED STATES

The Implementing Agency shall complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form shall be used by the Implementing Agency to verify that persons employed by the Implementing Agency are eligible to work in the United States.

## SECTION 14. INSPECTION AND AUDIT

If required by revised Office of Management and Budget Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations," the Implementing Agency agrees to provide for an independent audit of its activities in accordance with A-133. Such audits shall be made annually, unless A-133 allows the Implementing Agency to undergo biennial audits. All audits shall be conducted in accordance with Government Auditing Standards, Standards for Audit of Governmental Organizations, Programs, Activities and Functions; the Guidelines for Financial and Compliance Audits of Federally Assisted Programs; any compliance supplements approved by the Office of Management and Budget; and generally accepted auditing standards established by the American Institute of Certified Public Accountants. Copies of all audits must be submitted to the Authority within 30 days of completion.

Known or suspected violations of any law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities, must be immediately communicated to the Authority and appropriate federal, State, and local law enforcement officials.

The Implementing Agency agrees to develop and maintain a record-keeping system to document all agreement related activities and expenditures. These records will act as the original source material for compilation of the data required in Section 9 and all other program activity.

The Authority shall have access for purposes of monitoring, audit and examination to all relevant books, documents, papers, and records of the Implementing Agency, and to relevant books, documents, papers and records of subcontractors.

## SECTION 15. CLOSE-OUT REQUIREMENTS

Within 45 days of the expiration date of this agreement or any approved extension thereof the following documents

must be submitted by the Implementing Agency to the Authority: (a) final financial status report; (b) final progress reports; (c) property inventory report; and (d) other documents required by the Authority.

## SECTION 16. NATIONAL HISTORIC PRESERVATION ACT COMPLIANCE

If the Implementing Agency is considering renovation work that would alter or otherwise improve the exterior or interior of a structure that will be used to accommodate the grant program, the Implementing Agency shall assist the Authority and Office for Victims of Crime (OVC) in complying with the National Historic Preservation Act (NHPA).

The Implementing Agency must establish and maintain records to determine if the structure is 50 years or older. If any portion of the structure is 50 years or older, the Implementing Agency shall consult with the Illinois Historic Preservation Agency. The Implementing Agency shall amend the proposed renovation work to avoid any potential adverse impact to an historic structure, as determined as a result of the consultation. The Implementing Agency cannot begin the proposed renovation of a structure 50 years or older until the implementing agency receives written approval from the Authority and OVC.

The Implementing Agency acknowledges that this section applies to proposed renovation work whether or not it is being specifically funded with federal grant or matching funds. As long as the proposed renovation is being conducted by the Implementing Agency or any third party to accommodate the use of the federal grant or matching funds, the Implementing Agency must assist the Authority and OVC in complying with the NHPA.

If the records established and maintained by the Implementing Agency clearly document that the structure is less than 50 years old, the Implementing Agency must submit these documents to the Authority to receive approval for being exempt from the NHPA.

## SECTION 17. IMPLEMENTING AGENCY COMPLIANCE

The Implementing Agency agrees to comply with all applicable laws, regulations, and guidelines of the State of Illinois, the Federal Government and the Authority in the performance of this agreement, including but not limited to:

- Those laws, regulations and guidelines specified in Sections 19 and 25 of this agreement.
- The provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedures; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Non-Discrimination/Equal Employment Opportunity Policies and Procedures; Part 46, Protection of Human Subjects; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Part 67, Governmentwide Debarment and Suspension (Nonprocurement).
- Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472).
- Section 8136 of the Department of Defense Appropriations Act of 1988 (P.L. 100-463, effective October 1, 1988).
- National Environmental Policy Act of 1969, 42 U.S.C. pars. 4321 et seq.

- National Historic Preservation Act of 1966, 16 U.S.C. pars. 470 et seq.
- Flood Disaster Protection Act of 1973, 42 U.S.C. pars 4001 et seq.
- Clean Air Act of 1970, 42 U.S.C. pars. 7401 et seq.
- Clean Water Act, 33 U.S.C. pars. 1368 et seq.; Executive Order 11738; and EPA regulations (40 CFR Part 15).
- Federal Water Pollution Control Act of 1948, as amended, 33 U.S.C. pars. 1251 et seq.
- Safe Drinking Water Act of 1974, 42 U.S.C. pars. 300f et seq.
- Endangered Species Act of 1973, 16 U.S.C. pars. 1531 et seq.
- Wild and Scenic Rivers Act of 1968, as amended, 16 U.S.C. pars. 1271 et seq.
- Historical and Archeological Data Preservation Act of 1960, as amended, 16 U.S.C. pars. 469 et seq.
- Coastal Zone Management Act of 1972, 16 U.S.C. pars. 1451 et seq.
- Coastal Barrier Resources of 1982, 16 U.S.C. pars. 3501 et seq.
- Indian Self Determination Act, 25 U.S.C. par. 450f.
- Intergovernmental Cooperation Act of 1968, 42 U.S.C. 4201 et seq.
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. pars. 4601 et seq.
- Hatch Political-Activity Act of 1940, as amended, 5 U.S.C. pars. 1501 et seq.
- Animal Welfare Act of 1970, 7 U.S.C. pars. 2131 et seq.
- Demonstration Cities and Metropolitan Development Act of 1966, 42 U.S.C. pars. 3301 et seq.
- Federal Fair Labor Standards Act of 1938, as amended, 29 U.S.C. pars. 201 et seq.

## SECTION 18. EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

The following requirements apply to for-profit entities, and state, county or other local units of government: If the Implementing Agency has 50 or more employees, is receiving more than \$25,000, either through this agreement or in aggregate grant funds in any fiscal year, and has a service population with a minority representation of 3 percent or more, the Implementing Agency agrees to formulate, implement and maintain an equal employment opportunity program relating to employment practices affecting minority persons and women. If the Implementing Agency has 50 or more employees, is receiving more than \$25,000, either through this agreement or in aggregate grant funds in any fiscal year, and has a service population with a minority representation of less than 3 percent, the Implementing Agency agrees to formulate, implement and maintain an equal employment opportunity program relating to practices affecting women. If required by this section or Section 19 of this agreement, the Implementing Agency hereby certifies that an equal employment opportunity program will be in effect on or before the effective date of this Agreement. In addition, any Implementing Agency receiving \$500,000 or more through this agreement, or \$1,000,000 or more in aggregate grant funds in an 18 month period, shall submit a copy of its equal employment

opportunity plan as directed by the Authority.

## SECTION 19. NONDISCRIMINATION

The Implementing Agency certifies that no person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this agreement on the basis of race, color, age, religion, national origin, disability, or sex. The Implementing Agency agrees to have written sexual harassment policies which satisfy the requirements set forth in the Illinois Human Rights Act (775 ILCS 5).

The Implementing Agency assures compliance with the following laws, and all associated rules and regulations:

- Non-Discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789(d);

- Title VI of the Civil Rights Act of 1964, as amended;

- Section 504 of the Rehabilitation Act of 1973, as amended;

- The Americans with Disabilities Act, 42 U.S.C. 12101 et seq.;

- Title IX of the Education Amendments of 1972;

- The Age Discrimination Act of 1975;

- The Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, subparts C, D, E, and G;

- The Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39;

- The Illinois Human Rights Act, 775 ILCS 5;

- The Public Works Employment Discrimination Act, 775 ILCS 10;

- The Illinois Environmental Barriers Act, 410 ILCS 25.

All applicable provisions, rules and regulations of these Acts are made a part of this agreement by reference as though set forth fully herein.

In the event that a federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Implementing Agency, or any subgrantee or contractor of the Implementing Agency, the Implementing Agency will forward a copy of the finding to the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

The Implementing Agency certifies that it shall not pay any dues or fees on behalf of its employees or agents or subsidize or otherwise reimburse them for payment of their dues or fees to any club which unlawfully discriminates, and that it shall comply with all provisions of the Discriminatory Club Act (775 ILCS 25).

## SECTION 20. CONFIDENTIALITY OF INFORMATION

The Implementing Agency agrees not to use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for



which such information was obtained in accordance with this program and all applicable federal guidelines and legislation. Such information shall be immune from legal process and shall not, without the consent of the person furnishing the information, be admitted as evidence or used for any purpose in any action, suit or other judicial, legislative or administrative proceeding.

## SECTION 21. ASSIGNMENT

The Implementing Agency shall make no assignment or transfer of this agreement, any subcontracts under this agreement or of any of the monies due hereunder without prior written approval of the Authority. In the event that the Authority approves such an assignment or transfer, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is assigned or transferred as fully and completely as the Implementing Agency is bound and obligated.

## SECTION 22. SUBCONTRACTING

The use of subcontractors for any work or professional services that involves the use of federal or matching funds is subject to Authority approval. Any work or professional services subcontracted for shall be specified by written contract and subject to all terms and conditions contained in this agreement. If the use of subcontractors is approved by the Authority, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is subcontracted as fully and completely as the Implementing Agency is bound and obligated. The Implementing Agency shall make reasonable efforts to assure that all subcontractors adhere to the terms and conditions of this agreement. The Authority shall not be responsible for the performance, acts or omissions of any subcontractor.

Subcontracts of \$25,000 or more, that involve the use of federal or matching funds, must be approved in writing by the Authority prior to their effective dates and execution by the Implementing Agency.

Approval of the use of subcontractors by the Authority does not relieve the Implementing Agency of its obligation to assure performance under this agreement.

## SECTION 23. INDEPENDENT CONTRACTOR

The Implementing Agency, in the performance of this agreement, shall act as an independent contractor and not as an agent or employee of the Authority. The Authority shall not be responsible for the performance, acts or omissions of the Implementing Agency. The Implementing Agency shall be liable, and agrees to be liable for, and shall indemnify, defend and hold the Authority harmless for all claims, suits, judgments and damages arising from the performance of this agreement, to the extent permitted by law.

## SECTION 24. EXHIBITS

The documents appended are made a part of this agreement, as exhibits. The Implementing Agency shall perform the services subject to this agreement in accordance with all terms, conditions, and provisions set forth in such exhibits.

## SECTION 25. TERMINATION OR SUSPENSION OF THE INTERAGENCY AGREEMENT

The Implementing Agency shall operate in conformance with the following State and federal laws and guidelines, currently in effect and hereafter amended, when applicable: the Victims of Crime Act of 1984; Office of Justice Programs, Office for Victims of Crime, Victims of Crime Act Victim Assistance Grant Final Program Guidelines (62 FR 19607, April 22, 1997); the Office of Justice Programs' Financial Guide; Office of Management and Budget Circulars A-21, A-87, A-102, A-110, A-122, and A-133; the Illinois Grant Funds Recovery Act (30 ILCS 705); Illinois Procurement Code (30 ILCS 500); the State Comptroller Act (15 ILCS 405); the U.S. Department of Justice Regulations Governing Criminal History Record Information Systems (28 CFR Part 20.1 et seq.); the U.S.

Department of Justice Regulations Governing Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22.1 et seq.); the U.S. Department of Justice Regulations Governing Governmentwide Debarment and Suspension (28 CFR Part 67.100 et seq.) and the rules of the Authority (20 Ill. Adm. Code 1520 et seq.).

The Executive Director of the Authority, in accordance with the Authority's Operating Procedures for the Administration of Federal Funds, may suspend or terminate performance of this agreement for nonconformance with any State or federal law or regulation, with such guidelines as specified in this section, or with the terms or conditions of this agreement.

#### **SECTION 26. CERTIFICATIONS REGARDING DEBARMENT AND A DRUG-FREE WORKPLACE**

As required by the Authority, the Implementing Agency shall complete and submit the Certification Regarding A Drug-Free Workplace and shall certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

The Implementing Agency certifies that it has not been barred from contracting with any unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.

#### **SECTION 27. CERTIFICATION REGARDING LOBBYING**

Federal funds are prohibited from being used for influencing or attempting to influence persons in connection with covered federal transactions, which include the awarding, making, entering into, extension, continuation, renewal, amendment, or modification, of federal grants or contracts. If receiving more than \$100,000 pursuant to this agreement, Implementing Agency agrees to provide a Certification Regarding Lobbying to the Authority and, if applicable, a Disclosure of Lobbying Activities form. If a subcontractor will receive more than \$100,000 in federal funds pursuant to this agreement, Implementing Agency will provide to the Authority a Certification Regarding Lobbying and, if applicable, a Disclosure of Lobbying Activities form signed by the subcontractor. The Implementing Agency must provide these certifications and disclosures as required by the Authority.

#### **SECTION 28. INTERNATIONAL ANTI-BOYCOTT CERTIFICATION**

The Implementing Agency certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

#### **SECTION 29. DRUG FREE WORKPLACE CERTIFICATION**

If the Implementing Agency has 25 or more employees and is receiving \$5,000 or more under this agreement, the Implementing Agency certifies that it provides, and will continue to provide, a drug free workplace in accordance with the Drug Free Workplace Act (30 ILCS 580).

The Act requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

(a) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
- (2) Specifying the actions that will be taken against employees for violations of such prohibition.
- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
  - (A) abide by the terms of the statement; and
  - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(b) Establishing a drug free awareness program to inform employees about:

- (1) the dangers of drug abuse in the workplace;
- (2) the grantee's or contractor's policy of maintaining a drug free workplace;
- (3) any available drug counseling, rehabilitation, and employee assistance program; and
- (4) the penalties that may be imposed upon an employee for drug violations.

(c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.

(d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.

(e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 580/5 of the Drug Free Workplace Act.

(f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

### SECTION 30: STATEMENTS, PRESS RELEASES, ETC.

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, the Implementing Agency shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, and (2) the dollar amount of federal funds for the project or program.

## SECTION 31. COPYRIGHTS, PATENTS

If this agreement results in a copyright, the Authority and the Office for Victims of Crime reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes, the work or the copyright to any work developed under this agreement and any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

If this agreement results in the production of patentable items, patent rights, processes, or inventions, the Implementing Agency shall immediately notify the Authority. The Authority will provide the Implementing Agency with further instruction on whether protection on the item will be sought and how the rights in the item will be allocated and administered in order to protect the public interest, in accordance with federal guidelines.

## SECTION 32. PUBLICATIONS

The Implementing Agency shall submit to the Authority for review, a draft of any publication that will be issued by the Implementing Agency describing or resulting from programs or projects funded in whole or in part with federal or matching funds, no later than 60 days prior to its printing.

For publications over 20 pages, the Authority will submit comments to the Implementing Agency no later than 30 days after receipt of the draft. If more than one such publication is submitted, the Authority reserves the right to extend the 30-day review period.

For publications of 20 pages or less, the Authority will submit comments to the Implementing Agency no later than 10 working days after receipt of the draft. If more than one such publication is submitted, the Authority reserves the right to extend the 10-day review period.

The Authority reserves the right to require the resubmission of any publication for additional review and comment, prior to its printing.

The Implementing Agency shall submit to the Authority, copies, the number of which will be specified by the Authority, of the final publication no later than 20 days prior to release of the final publication.

Exceptions to the above publication requirements may be granted upon prior Authority approval.

Any such publication shall contain the following statement:

"This project was supported by Grant # 2002-VA-GX-0017, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice, through the Illinois Criminal Justice Information Authority. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice, or the Illinois Criminal Justice Information Authority."

These publication requirements pertain to any written, visual or sound publication, but are inapplicable to press releases, newsletters and issue analyses.

### SECTION 33. FEDERAL TAXPAYER IDENTIFICATION NUMBER

Under penalties of perjury, the Implementing Agency certifies that the name, correct taxpayer identification number, and legal status listed below are correct:

Name: County of McLean on behalf of the Office of the State's Attorney

Taxpayer Identification Number:

Employer Identification Number 37-6001569

Legal Status (check one):

- |  |   |
|--|---|
| <input type="checkbox"/> Individual                    | <input type="checkbox"/> Nonresident Alien                          |
| <input type="checkbox"/> Sole Proprietorship           | <input type="checkbox"/> Tax Exempt/Hospital/Extended Care Facility |
| <input type="checkbox"/> Partnership/Legal Corporation | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery Corporation |
| <input type="checkbox"/> Corporation                   | <input type="checkbox"/> Medical Corporation                        |
| <input checked="" type="checkbox"/> X Government       | <input type="checkbox"/> Pharmacy (non-corporate)                   |
| <input type="checkbox"/> Estate or Trust               |   |

### SECTION 34. FEDERAL GRANT INFORMATION

By signing this agreement, the Implementing Agency acknowledges that it has been informed of the following information regarding the federal funds received under this agreement:

- Federal Awarding Agency: Office of Justice Programs, Office for Victims of Crime
- Catalog of Federal Domestic Assistance (CFDA) Number and Title: 16.575 Crime Victims Assistance
- Grant Award Name and Number: Crime Victim Assistance Grant Program (2002-VA-GX-0017)
- Grant Award Year: Federal Fiscal Year 2002

### SECTION 35. RENEGOTIATION, MODIFICATION, OR AMENDMENT OF THE INTERAGENCY AGREEMENT

No alteration, variation, modification, termination, addition to or waiver of any provisions of this agreement shall be valid or binding unless in writing, and signed by the parties. For purposes of modification of this agreement which do not involve increases or decreases in funding, the signature of one representative of the Implementing Agency is sufficient. The parties agree to renegotiate, modify, or amend this agreement to ensure continued consistency with federal and State laws, and regulations.

### SECTION 36. INTEGRATION

This document and the exhibits, amendments, and items incorporated by reference constitute the entire agreement between the parties pertaining to the subject matter of this agreement and supersede all prior and contemporaneous agreements and understandings of the parties, oral or written, which are not fully expressed herein. No alleged covenant, representation, or condition not expressed in this agreement shall affect or be effective to interpret, change or restrict the express provisions of this agreement.

## SECTION 37. SEVERABILITY

If any term or provision of this agreement is held invalid, unenforceable, voidable or void, that term or provision shall not affect the other terms or provisions of this agreement which can be given effect without the invalid term or provision.

## SECTION 38. CERTIFICATION TO ALLOWABLE SERVICES, ACTIVITIES, AND COSTS

Implementing Agency certifies that it, and its subcontractors, shall use VOCA and match funds for only allowable services, activities and costs, as described in the Victims of Crime Act Crime Victims Assistance Program Guidelines; Section E. Services, Activities, and Costs at the Subrecipient Level.

Implementing Agency certifies that it, and its subcontractors, shall not use VOCA or match funds to pay for presentations given by VOCA or match funded personnel, unless the following conditions are adhered to. A small portion of a VOCA or match funded staff person's time may be used to give presentations to groups provided the primary purpose of the presentation is to inform people about the VOCA funded project and available services. These presentations should serve as a means of outreach to the project's target population either through reaching out to individual crime victims or through agencies that typically have contact with the target population.

- VOCA or match funded staff time, not to exceed an average of 4 hours per month, may be used to provide public presentations to community groups and schools provided the primary purpose of the presentation is to inform people about the VOCA funded project and available services.
- VOCA or match funded staff time, not to exceed an average of 10 hours per month, may be used to provide public presentations to criminal justice personnel and medical service providers provided the primary purpose of the presentation is to inform people about the VOCA funded project and available services.

## SECTION 39. EQUIPMENT REQUIREMENTS

If, for an item of equipment described in Exhibit B to be funded with either federal or matching funds, the Implementing Agency does not have a purchase order dated within 90 days after the start date of the agreement, the Implementing Agency shall submit a letter to the Authority explaining the delay in the purchase of equipment. The Authority may, in its discretion:

- A. Reduce the amount of federal funding;
- B. Cancel this agreement;
- C. Allow the Implementing Agency to reallocate the federal or matching funds that were allocated for such equipment to other allowable, Authority approved costs; or
- D. Extend the period to purchase this equipment past the 90-day period.

## SECTION 39.1 SPECIAL CONDITION FOR CONTRACTORS

(Applicable to independent contractors, not employees, of the Implementing Agency)

If the contractor payment rate exceeds \$450 for an 8 hour day (exceeds \$56.25 per hour), the Implementing Agency must submit written justification for that payment rate for PRIOR Authority review and approval.

If the contractor payment rate is for \$450 for an 8 hour day or less, the written justification must be maintained on-

site by the Implementing Agency and made available for review and approval by the Authority during scheduled site visit(s). If a site visit is not scheduled during the period of performance of the grant program, the Implementing Agency may be required to submit this justification for Authority review and approval as directed by the Authority.

The written justification for these contractor payments must follow the Authority's required format, which the Authority will provide to the Implementing Agency.

In addition, the Implementing Agency must submit copies of all contracts for \$25,000 or more that it anticipates entering into with the selected contractors for PRIOR Authority review and approval, PRIOR to their approval and execution by the Implementing Agency. Other contracts may be requested for review, at the discretion of the Authority.

**SECTION 40. ACCEPTANCE**

The terms of this interagency agreement are hereby accepted and executed by the proper officers and officials of the parties hereto:

\_\_\_\_\_  
Candice M. Kane  
Executive Director  
Illinois Criminal Justice Information Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael F. Sweeney  
McLean County Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rebecca McNeil  
McLean County Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
William A. Yoder  
McLean County State's Attorney

\_\_\_\_\_  
Date



## ATTACHMENT 2: PROPOSAL CONTENT

Please respond to each of the items in the following seven sections. The answers to these questions will be your proposal. You may use additional sheets if necessary.

**Part I: Description of Organization.** In this section, we are trying to gain a general sense of your agency's overall goals and activities, NOT solely the project for which you are seeking VOCA funds.

a. Please provide a *brief* description of your agency.

The McLean County State's Attorney's Office (SAO) provides a full range of criminal prosecution services, civil child support enforcement services, and civil representation of county government.

b. What is your agency's mission?

To provide excellent legal services on behalf of criminal prosecution goals of the office; to serve victims of crime as if they were clients, to protect their statutory and constitutional rights within the criminal justice system; to provide excellent legal services in connection with non-criminal services listed in I-a above.

c. Does your agency have specialized units, e.g. personnel that target a specific population or that work with cases of a particular crime type?

CHECK ONE: ☒ YES ☐ NO

If YES, please list each unit and its general purpose below:

- ❖ Felony Prosecution Unit—Professional Staff devoted to criminal felony prosecutions of non-domestic violent and property crime cases
- ❖ Domestic Violence Unit—Professional Staff devoted to felony and misdemeanor prosecution of domestic violence cases.
- ❖ Juvenile Unit—Professional and Paraprofessional staff devoted to abuse and neglect proceedings, delinquency cases, and collaboration with Children's Advocacy Center.
- ❖ Victim-Witness Service—Paraprofessional Staff devoted to notification and other support services to victims of felony, misdemeanor, juvenile, and traffic crimes and witnesses in those cases.
- ❖ Misdemeanor Unit—Professional Staff devoted to prosecution of non-domestic violent and property crime cases
- ❖ Traffic Unit—Professional Staff devoted to prosecution of DUI, Major and Petty Traffic crime cases
- ❖ Child Support Enforcement Program—Professional and Non-Professional Staff devoted to Title IV-D child support services to citizens.

d. Does your agency have staff specifically assigned to provide support services to victims of crime?

CHECK ONE: ☒ YES ☐ NO

If YES, please list the title and responsibilities of each staff person that provides these support services:

- ❖ Victim Witness Director – Supervises staff and personally assists victims as an advocate through all stages of the criminal justice system. Provides training for law enforcement and social service personnel as to the needs of victims and services provided to/for them in the community
- ❖ Victim Witness Specialist – Notifies victims and witnesses in felony and juvenile cases of their court appearances, explains the criminal justice system, and reduces anxiety by informal counseling. Notifies victims and assists them in obtaining information about how to secure compensation under the Illinois Crime Victims Act.
- ❖ Victim Witness Specialist – Notifies victims and witnesses in misdemeanor and serious traffic cases of their court appearances, explains the criminal justice system, and reduces anxiety by informal counseling. Notifies victims and assists them in obtaining information about how to secure compensation under the Illinois Crime Victims Act.
- ❖ Victim Witness Office Support Specialist – Distributes pamphlets and originates letters providing information to victims.

e. How does your agency inform crime victims of their statutory rights?

Crime victims are informed of their rights through letters and pamphlets distributed by the Victim / Witness Service

f. What community based programs does your agency refer victims of crime to AND what types of services do each of these programs provide?

1. PATH – The Victim/Witness Service participates in training sessions for PATH volunteers. PATH refers clients to the Victim/Witness Service for information, counseling and assistance during court proceedings.
2. Hospital Social Service Agencies – Hospital social service agencies refer clients to the Victim/Witness Service regarding filing charges and questions about the criminal justice system. The director visits clients at the hospital and victims are provided information and assistance with

Crime Victims Compensation. The Victim/Witness Service informs the agency on the progress and outcome of referred cases.

3. Rape Crisis – The Victim/Service used to participate in training sessions for CRISIS volunteers, with both agencies working together to provide emotional support and encouragement for victim. With the newly developing Sexual Assault Services Program at the YWCA, this partnership will be renewed.
4. Department of Children and Family Services --DCFS and VWS work together to provide emotional support and encouragement for victims and families throughout trial proceedings.
5. Catholic Social Services – CSS and VWS work together to provide emotional support and encouragement for victims and families throughout trial proceedings.
6. McLean County Center for Human Services – The VWS refers clients to the Center for professional counseling.
7. ISU Student Counseling Center – The VWS refers clients to the Center for professional counseling.
8. Home Sweet Home Mission – The VWS refers indigent clients to the Mission for temporary housing and meals.
9. Salvation Army/Safe Harbor Shelter – The VWS refers indigent clients to the Mission for temporary housing and meals.
10. The State's Attorney's Office and VWS participate in the following organizations with whom we collaboratively strive to solve individual victim's needs: Child Protection Network/Children's Advocacy Center; National Organization of Victims Assistance; Security Specialists Against Violence; Crime Stoppers; MADD; McLean County Domestic Violence Task Force; Area Counselors; Family Violence Coordinating Council for the 11<sup>th</sup> Judicial Circuit; Youth Impact (formerly Community Youth Liaison Council; McLean County Community Compact; Community Advocacy Network, AVERT (Abuser treatment agency); National Victim Center; Illinois Prosecutor-Based Victims Assistants Association

**Part II: Summary of Program.** This section will help us understand the project for which you are seeking VOCA funds. This must include all direct services to be provided to crime victims with VOCA and match funds. **Do not** include a description of activities that will not be funded with VOCA or match funds.

- a. Will **additional** staff be hired to provide the direct services to be funded with **this project**, AND/OR will hours of existing staff be **increased** to provide these services?

CHECK ONE:

X  ADDITIONAL STAFF          EXISTING STAFF          BOTH  
    ("match" hours only)

If **ADDITIONAL STAFF** will be hired for this project, please indicate each additional staff person's title to be hired for this project, **AND** the full-time equivalent (FTE) each person will work for this project.

<u>Title of additional staff person to be hired</u>	<u>% FTE for this project</u>
Victim Advocate	1.00
Contract Liaison (position #1)	.45
Contract Liaison (position #2)	.45

If **EXISTING STAFF\*** will be used for this project, please indicate the title of each existing staff person who will work for this project. Then, first indicate the full-time equivalent (FTE) each person currently works **NOT INCLUDING this project**. Second, indicate the additional FTE the same person will be working for only this project. Finally, the total FTE should be indicated in the last column and should be equivalent to the sum of the first two columns.

<u>Title of existing staff person</u>	<u>Current % FTE of existing staff</u>	<u>INCREASE in % FTE for this project</u>	<u>TOTAL % FTE</u>
<u>NA</u>			

**\*For existing staff, Federal dollars can only be used to fund additional hours above those that are currently worked.**

b. Please provide a *brief* summary of the proposed project.

The "Victim-Centered Prosecution Services Program" will deliver services to victims of domestic and other violent crimes whose cases are being prosecuted by the State's Attorney. If there are any victims whose cases end up not being prosecuted, then those victims will be referred to other agencies in the area. The central focus will be serving the victim. Services include crisis counseling, follow-up contacts, information and referral, criminal justice support/ advocacy, emergency legal advocacy, and personal advocacy. If services are effectively delivered to such crime victims, they will have a more positive regard for the criminal justice system, regardless of case outcome, and will be more likely to use law enforcement and courts in the future.

c. How will victims be referred to your program for services?

Through a partnership with local police, victim referrals to the program will be made at, or shortly after, the initial crime scene investigation. Assistant state's attorneys will make additional referrals at the time of screening and the filing of criminal charges, which is typically the day following an incident and/or arrest. The Legal Assistant and the Contract Staff will also proactively seek referrals from initial responders and screening attorneys on a daily basis, in order to increase the number of "same day or next day" referrals.

d. Will this project provide direct services for all crime victims, OR will this project provide direct services to a sub-population of crime victims (e.g. *domestic violence victims, non-English speaking victims, disabled victims, teenage victims*)?

CHECK ONE:

☐ ALL CRIME VICTIMS    ☒ SUB-POPULATION OF CRIME VICTIMS

If SUB-POPULATION OF CRIME VICTIMS, please identify:

Domestic (felony and misdemeanor) and non-domestic victims of violent crime (felony only). We will also seek to serve Spanish-speaking victims by seeking an individual who speaks Spanish for the at least one of the contractual Victim Provider Liaison positions.

e. What will be the primary qualifications of program-funded staff?

Bachelor's Degree in Criminal Justice, Psychology or related field, ability to work with police, victims of crime from diverse populations, prosecutors, current victim-witness staff and victim advocates outside of our office.

f. Who will oversee this project?

State's Attorney, Director of Victim-Witness Service, and oversight committee

consisting of representatives of partnering agencies (police, CDV-Neville House Program Director, and Illinois State University) and/or existing Multi-Disciplinary Domestic Violence Team meeting on bi-weekly frequency.

g. How will this project complement the current activities and services provided at your agency?

The proposed services will be in addition to the services currently being provided by the Victim-Witness Service. Current staff will continue to provide notification services to the wide array of populations served. New staff will provide "in-depth" victim services focusing on the victim's self-described needs for assistance.

The advocates will conscientiously explain to victims that if they require *confidential* counseling services (i.e. involving communications not to be disclosed to the prosecutor or potentially required to be disclosed in criminal discovery to the defense), they will be referred to a victim advocate outside of our office.

The project will greatly simplify the various services that victims currently receive from multiple providers. Currently, different departments provide order of protection services and victim notification services. The proposed project will have victims receiving both services from a single advocate.

**Part III: Statement of Problem.** This section will help us understand why this project is important to crime victims that come into contact with your agency as well as the community you serve.

Please complete the table below with the specified crime rates (number of offenses reported to police per 100,000 population) for the jurisdiction served by your agency during calendar years 1999, 2000, and 2001. If this information is not easily accessible within your agency, both county and municipal level data for Index offenses, and county level data for domestic offenses are available in the publication, *Crime in Illinois* produced by the Illinois State Police (ISP). This publication may be downloaded from the ISP web site: <http://www.isp.state.il.us/>. If you need municipal level data for domestic offense rates or other assistance obtaining any of this information, you may contact the Authority's Research & Analysis Unit at 312.793.8550.

Reported offense rates per 100,000 population for McLean County,  
(your municipality or county)

1999-2001

Jurisdiction(s) served by your agency	Violent Index Offense Rates			Property Index Offense Rates			Domestic Offense Rates		
	1999	2000	2001	1999	2000	2001	1999	2000	2001
McLean County	468.8	469.9	459.3	3144	3259	3104	418.6	456.0	347.7

If you are proposing to serve a sub-population of crime victims, such as sexual assault victims,

children, or elderly victims, you may be able to provide crime rates more pertinent to your target population. Appendix C\* provides a list of data sources that can be used to calculate rates and where you can access them. Please feel free to create another table if you find more than one data source relevant to your project. Again, if you need additional assistance in obtaining data that are relevant to your project, you may contact the Authority's Research & Analysis Unit at 312.793.8550.

Reported rates of CRIMINAL SEXUAL ASSAULT, DOMESTIC OFFENSES, AND ORDERS OF PROTECTION ENTERED IN LEADS

(Insert type of data used here, e.g. violent Index offenses, child abuse reports, etc.)

per 100,000 population for MCLEAN COUNTY, 1999-2001  
(jurisdiction(s) served by your agency)

Jurisdiction(s) served by your agency MCLEAN COUNTY	1999	2000	2001
Criminal Sexual Assault	83.2	65.1	71.1
Domestic Offense	418.6	456.0	347.7
Orders of Protection in LEADS	217.2	176.8	214.7

\* Appendix C indicates that several data sources only have information available at the county level. If your project does not serve an entire county, you may still provide county level rates, IF that is the smallest geographical level of data available.

Next, please respond to the following questions:

- What is the problem(s) identified by crime victims that come into contact with your agency that this project will address? (*What do crime victims need that they are not currently getting?*)  
  
Victims of violent crime (domestic and non-domestic) need extraordinary amounts of attention and time from criminal justice providers. They need to personally meet their providers of prosecution services, including internal advocates, prosecutors, and other collaborating disciplines (including police and external advocates). These providers are currently unable to provide the individual time and attention that violent crime victims require in order to have confidence in the criminal justice system.
- How are you aware that this problem exists? (*You may use the data entered in the offense rate table if applicable. You may also provide additional data if you feel it supports the need for your proposed project; please include the source of any such data. You may also use anecdotal information based on experiences of agency staff or other sources within your jurisdiction.*)

We are aware of this problem by reference to various sources:

- ❖ We believe the offense rates found in the above tables disclose that our community has a serious criminal violence problem compared to other communities. We also believe that our community has been exceptionally open to responding to the problem and that actual reporting of criminal violence may be proportionally higher in our community vis-à-vis actual incidence rates. However we come by our rates, they demonstrate a high volume of visible need for victim support services, a need that, with all of the collaboration we have currently mobilized, we still find ourselves unable to fully address.
- ❖ McLean County Victim-Witness Service (VWS) Director, Margie Meegan, Jordan, reports that VWS currently serves an exceptionally high number of all crime victims. The current program, repeatedly recognized for being a model program, provides victim and witness notification services (court notification, restitution assistance, disposition reporting, etc.) to victims in felony, misdemeanor, juvenile, DUI, and major traffic cases. However, she also reports frequent experiences in which victims of violent crime complain of lack of sufficient time with prosecutors and other providers of related services. Frequently, complaints disclose a need for more assistance with court preparation, violent crime compensation applications, protection planning, and other services. She also states: "A common dilemma victims of domestic violence face is the difference in services provided by separate departments. Currently, we do not assist with orders of protection even though victims in need of such services are already calling us for information and assistance regarding the criminal cases we are handling. This project would provide victims with one advocate providing a considerably wider range of services."
- ❖ We currently work with Countering Domestic Violence/Neville House (CDV) who have an office within the State's Attorney's Office. Deborah White, Program Director and her staff have consistently reported being unable to provide sufficient time to meet all of their client needs in relation to domestic violence case-prosecutions along with their client needs in relation to civil orders of protection for clients not yet caught up in criminal prosecution cases. She also advises that they are unable to provide walk-in services or in-depth services to domestic violence victims due to the need for staff to expend time in court as well as spending time with various responsibilities outside of the office, e.g. back at the shelter facility located at Neville House. Ms. White also states: "At the present time, our legal advocacy to non-English speaking victims is lacking. A Spanish-speaking advocate would be a valuable asset."
- ❖ We currently participate in a multi-disciplinary Domestic Violence Team program and the participants in the program (external victim advocates, police, perpetrator providers, probation officers, and prosecutors) consistently observe that the high volume character of the individual disciplines' work results in victims of domestic violence crimes not receiving the individual attention and time they need to help themselves avoid re-victimization.



- c. Why is your agency unable to adequately address this problem(s) with existing resources?

Due to high volume of violence cases and resulting high volume of victims with respect to whom there are a high volume of responsibilities to supply statutory and constitutional notification services, the existing staff does not have the capacity to provide the "in-depth" service contemplated by this project and, as a consequence, does not have the capacity to produce the kind of "client satisfaction" necessary for victim and community confidence in law enforcement and court functioning. Recent budget crises have resulted in a diminution of professional and support staff. While the staff has not been reduced, there are no other human resources available to deliver services contemplated by the project.

- d. Have there been prior efforts to address this problem by your agency?

CHECK ONE: ☒ XX YES ☐ NO

If YES, why was this effort not successful or not completely successful?

Our Domestic Violence Protocol Implementation Program (DVPIP), among other strategies, sought to connect victims with their prosecutors at the time of Grand Jury proceedings. The strategy has succeeded in establishing the earlier contacts with victims needed for more productive prosecution efforts. However, the continuity of this effort is not sufficiently consistent. With the loss of one attorney in the Domestic Violence Unit, the problem associated with insufficient client communication is worsening. Nor, for want of sufficient time with our staff, have we been able to sufficiently listen to violent crime victims as they articulate their own needs and expectations of the court process.

In addition, this current Grand Jury strategy occurs approximately 3 weeks after the incident/arrest. While this time lapse improves upon initial prosecutor contact not occurring for 3 months or more following the incident, it is clearly not soon enough to make the difference in many cases, as evidenced by cycle-of-violence-related recantations and witness disappearances. We do not have current staff capacity to intervene earlier than 3 weeks in felony cases, i.e., at time of Grand Jury, nor do we have the time to connect prosecutors with victims in misdemeanor cases in even longer time frames.

Furthermore, the DVPIP program was designed to produce more effective prosecution outcomes, while this project will be focusing more attention on identifying and meeting victim's self-described needs. While our belief is that by more attentively responding to victim needs will likely improve prosecution outcomes, those outcomes are viewed as collateral benefits rather than key goals and objectives of the project.

- e. Are there any other resources in the area you serve that can help crime victims with the need(s) you identified?

CHECK ONE: ☒ XX YES ☐ NO

If YES, what is this resource, AND why is this project needed in addition to this resource?

The McLean County community possesses a wealth of resources to assist victims of violent crime, from police, prosecution, external victim advocacy, counseling resources of various stripes, and related resources. We also possess a highly collaborative network of these resources. What we lack is the time and attention that the State's Attorney's Office could supply in order to listen to crime victims so that prosecution services could be more meaningfully directed to crime victims' self-described needs and information and referrals could be more productively provided and made to address those needs.

**If a grant is awarded to your agency you will be required to enter into a networking agreement with other victim services agencies in your area.**

We recognize this requirement and view this grant as a means to achieving more meaningful successes to be achieved by existing networks.

**Part IV: Goal and Objectives.** This section will help us better understand where your project is ultimately going (GOAL) and how it will get there (OBJECTIVES). Remember that goals and objectives should **only include VOCA grant and match funded activities.**

**A. Goal:** A universal goal has been developed for these projects. Please indicate the choice(s) that are most appropriate for your intended project.

To provide direct services to (CHECK ONE BELOW):

☐ ALL CRIME VICTIMS

☒ **VIOLENT CRIME VICTIMS INVOLVING DOMESTIC AND NON-DOMESTIC VIOLENCE CRIMES**  
for the purpose of alleviating trauma and suffering incurred from crime victimization.

**B. Objectives:** Please complete the following objectives by inserting the number of clients that will be provided with that service. If you will not be providing a specific type of service, place a zero in the blank. Performance indicators will be developed for you based upon your responses to these objectives.

Example: *Provide court accompaniment to 6 victims each month.*

- 1) Provide criminal court-related advocacy and support services (e.g., court orientation, court escort) to 10 victims each month (in addition to current program).
- 2) Provide criminal case status & disposition information and/or appearance notification services to 0 victims each month (due to its being handled by current program).
- 3) Assist 5 victims each month with victim impact statements.
- 4) Provide other criminal justice advocacy and support services (e.g. assistance with restitution, transportation, child care, property return, and post-sentencing services and support) to        victims each month.
- 5) Provide in-person appointments (e.g. 1 hour in length) for purpose of providing in depth identification of needs, direct assistance, as well as information and referral services to 20 victims each month.
- 6) Provide telephone information and referral services to 20 victims each month (in addition to current program).

- 7) Assist 5 victims with obtaining an order of protection each month.
- 8) Provide other emergency legal advocacy and support services (non-criminal justice, e.g. filing elder and child abuse petitions) to 5 victims each month.
- 9) Provide intake-referral and/or follow-up contact to 20 victims each month.
- 10) Provide assistance in filing compensation claims to 5 victims each month.
- 11) Provide crisis counseling services to 5 victims each month.
- 12) Provide personal advocacy to 5 victims each month.
- 13) Provide \_\_\_\_\_ services to \_\_\_\_\_ victims each month.  
(other direct service proposed)
- 14) Provide \_\_\_\_\_ services to \_\_\_\_\_ victims each month.  
(other direct service proposed)

**C. Impact Objective(s):** The objective(s) developed in response to this item will improve your ability to assess the *impact* of direct services from this project on your target population.

What kinds of smaller, observable changes do you want to see in crime victims that come into contact with your agency? *Will they behave or think differently? Will they have more information so they can make more informed decisions? Will there be an increase or decrease in something?*

The premise of the "Victim-Centered Prosecution Services Program" is that violent crime victims are not provided the kind of client-centric services that they ought to have, specifically the time and attention they would receive if they were accused persons as opposed to victims of crime. We believe that such victim-focused services will cause victims to report more positive regard for the criminal justice system, regardless of prosecution case outcomes, and will report being more likely to use law enforcement and courts (along with related advocacy services) in the event of future difficulties. Clients will report that prosecution services assisted in their personal healing process. There will be an increase in client and community confidence in the justice process.

**Part V: Program Strategies.** The problem statement has described the issue(s) to be addressed. Goals/objectives have defined the ends to be achieved. This section will tell us how these ends are going to be accomplished by describing how the **VOCA grant and match funded activities** will be implemented in clear, logical detail and should provide a clear picture of how the program will operate in order to achieve its goals and objectives.

a. Please check all applicable activities staff hired under this project will be providing to crime victims.

☒ **CRIMINAL JUSTICE-RELATED SUPPORT/ADVOCACY** (e.g., orientation to the criminal court system, accompaniment to criminal court)

☐ **CASE STATUS OR DISPOSITION INFORMATION AND/OR APPEARANCE NOTIFICATION (SUPPLIED BY CURRENT PROGRAM)**

☒ **ASSISTANCE WITH VICTIM IMPACT STATEMENTS**

☒ **OTHER CRIMINAL JUSTICE SUPPORT/ADVOCACY SERVICES** (e.g., assistance with restitution, witness fees, protection services, transportation, child care, property return, or post-sentencing services)

☒ **INFORMATION & REFERRAL - IN PERSON**

☒ **INFORMATION & REFERRAL - TELEPHONE**

☒ **ASSISTANCE WITH OBTAINING ORDERS OF PROTECTION**

☒ **OTHER EMERGENCY LEGAL ADVOCACY** (non-criminal justice, e.g., filing elder and child abuse petitions)

☒ **FOLLOW-UP CONTACT**

☒ **ASSISTANCE IN FILING COMPENSATION CLAIMS**

☒ **CRISIS COUNSELING**

☒ **PERSONAL ADVOCACY**

☐ **OTHER ACTIVITY (Specify)**

b. How will the activities you listed in response to item (a) above benefit your target population?

In addition to the numerous benefits suggested previously, we believe that the efficacy our advocates and the advocates outside of our office will increase due to these partnering providers having more time to listen to clients and providing direct assistance as needed. Victim services will be consolidated more effectively with the advocates outside of our office who serve all civil orders of protection to clients. This will allow our advocates to reach more of these clients and in a timely fashion. Similarly, more criminal orders of protection will be secured by virtue of the advocate's proactive services to victims on a same-day or next-day basis. More direct and prompt contact between prosecutors and victims will be facilitated, with the most significant benefit being that "the victims' fear of the legal system" can be dramatically be reduced by them personally knowing and questioning "their" prosecutor. This connection will also serve to secure prompter, more significant professional commitment from the prosecutors to the victims by virtue of victims being significantly more personalized to the prosecutors.

c. How will crime victims be referred to this project?

- ❖ By police
- ❖ By an advocate working with the police at the time of or shortly after scene of crime investigations.
- ❖ By an assistant state's attorney at the time of screening of criminal charges.
- ❖ By an advocate working with an assistant state's attorneys at the time of screening of criminal charges.
- ❖ By outside advocates who are in contact with victims who are prepared to move forward with criminal prosecutions.

d. Does staff need to be trained to provide the direct services for this project?

CHECK ONE:      XX YES      NO

If YES, what kind of training will they receive, AND who will provide it?

Each of the 3 project staff will complete the 40-hour training that victim advocates employed by or volunteering for Countering Domestic Violence/ Neville House attend. Neville House will provide the training, per commitment by Program Director Deborah White.

If NO, why not?

**Part VI: Implementation Schedule.** The implementation schedule should be used as a planning tool for the project and should reflect a realistic projection of how the program will proceed and should indicate: how the **VOCA grant and match funded activities** which will be undertaken to accomplish each objective; who will be responsible for each activity; and the month or week from the start date of the program that you expect to complete each activity. Please use month or week—whichever term seems most appropriate for each activity. Please use the attached implementation schedule form.

IMPLEMENTATION SCHEDULE:

<u>ACTIVITY</u>	<u>DATE BEGUN</u>	<u>DATE COMPLETED</u>	<u>RESPONSIBLE PERSONNEL</u>
Hire Staff	Month 1	Month 2	S.A./VWS/CDV
Train staff w/ 40 hr CDV training	Month 2	Month 2	S.A./VWS/CDV
Set up office space & obtain Staff address & phone contacts	Month 2	Month 3	S.A./VWS
Develop timetable for Victim contacts (i.e. 1 <sup>st</sup> contact w/in 24 hours; 2 <sup>nd</sup> within 5 days, etc)	Month 2	Month 3	S.A./VWS
Provide in-depth services to Victims	Month 3	On going	S.A./VWS
Conduct in service training for S.A. staff *	Month 4	Month 5	S.A./VWS
Make follow up contacts w/ Victims after disposition	Month 6	On going	S.A./VWS

\* Limited by Section 38 of the Interagency Agreement.

## EXHIBIT B: BUDGET

County of McLean on behalf of the Office of the State's Attorney  
Law Enforcement and Prosecutor-Based Victim Assistance Services  
Agreement #202036

### IDENTIFICATION OF SOURCES OF FUNDING

	<u>SOURCE</u>	<u>AMOUNT</u>
Federal Amount:	Victims of Crimes Act (FFY02)	\$86,999.00
	Subtotal:	\$86,999.00
Match:	County of McLean	\$21,750.00
	Subtotal:	\$21,750.00
Program Income:	None	
	Subtotal:	
Over-Match:	None	
	Subtotal:	
	GRAND TOTAL	\$108,749.00



# Exhibit B - Budget

Program Title: Law Enforcement and Prosecutor-Based Victim Assistance Services  
 Agreement # 202036

## Personnel Services

Job Title	Year 1 Annual Salary	Year 2 Annual Salary	# Months On Program	% Time On Program	Federal Amount	Match/ Contribution	Total Cost
Legal Assistant II (Internal Advocate)	\$31,076.00	\$32,355.00	24	100%	\$50,745.00	\$12,686.00	\$63,431.00
Fringe benefits for 24 months (see Fringe benefit worksheet for breakdown)							
					\$50,745.00	\$12,686.00	\$63,431.00
					\$10,526.00	\$2,632.00	\$13,158.00
TOTAL PERSONNEL COST					\$61,271.00	\$15,318.00	\$76,589.00

Illinois Criminal Justice Information Authority

Exhibit B - Budget

Program Title: Law Enforcement and Prosecutor-Based Victim Assistance Services  
Agreement # 202036

<u>Federal Amount</u>	<u>Match Contribut.</u>	<u>Total Cost</u>
---------------------------	-----------------------------	-------------------

Equipment

N/A

\*Competitive procurement procedures must be followed.

TOTAL EQUIPMENT COST

\$0.00	\$0.00	\$0.00
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Exhibit B - Budget

Program Title: Law Enforcement and Prosecutor-Based Victim Assistance Services  
Agreement # 202036

Commodities

	Federal Amount	Match Contribution	Total Cost
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Description

N/A

TOTAL COMMODITIES COST

\$0.00	\$0.00	\$0.00
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Exhibit B - Budget

Program Title: Law Enforcement and Prosecutor-Based Victim Assistance Services  
Agreement # 202036

Travel

<u>Description</u>	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
--------------------	-----------------------	---------------------------	-------------------

N/A

\* Out-of-state travel requires prior Authority approval

TOTAL TRAVEL COST

\$0.00	\$0.00	\$0.00
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# Exhibit B - Budget

Program Title: Law Enforcement and Prosecutor-Based Victim Assistance Services  
 Agreement # 202036

## Contractual

<u>Description</u>	<u>Federal Amount</u>	<u>Match Contribute</u>	<u>Total Cost</u>
Victim/Provider Liason (\$10 per hour x 67 hours per month x 24 months)	\$12,864.00	\$3,216.00	\$16,080.00
Victim/Provider Liason (\$10 per hour x 67 hours per month x 24 months)	\$12,864.00	\$3,216.00	\$16,080.00

TOTAL CONTRACTUAL COST \$25,728.00 \$6,432.00 \$32,160.00

\*Competitive procurement procedures must be followed.

Exhibit B - Budget

Program Title: Law Enforcement and Prosecutor-Based Victim Assistance Services  
Agreement # 202036

Other Costs

<u>Description</u>	<u>Federal Amount</u>	<u>Match Contribut.</u>	<u>Total Cost</u>
--------------------	-----------------------	-------------------------	-------------------

N/A

TOTAL OTHER COSTS

\$0.00	\$0.00	\$0.00
--------	--------	--------

# Exhibit B - Budget

Program Title: Law Enforcement and Prosecutor-Based Victim Assistance Services  
 Agreement # 202036

## GRAND TOTAL

### PERSONNEL SERVICES

### EQUIPMENT

### COMMODITIES

### TRAVEL

### CONTRACTUAL

### OTHER COSTS

	Federal Amount	Match Contribution	Total Cost
PERSONNEL SERVICES	\$61,271.00	\$15,318.00	\$76,589.00
EQUIPMENT	\$0.00	\$0.00	\$0.00
COMMODITIES	\$0.00	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00
CONTRACTUAL	\$25,728.00	\$6,432.00	\$32,160.00
OTHER COSTS	\$0.00	\$0.00	\$0.00
<b>TOTAL COST</b>	<b>\$86,999.00</b>	<b>\$21,750.00</b>	<b>\$108,749.00</b>

**PROGRAM TITLE: VICTIM-CENTERED PROSECUTION  
SERVICES PROGRAM  
AGENCY: MCLEAN COUNTY GOVERNMENT ON BEHALF OF  
THE MCLEAN COUNTY STATE'S ATTORNEY'S OFFICE  
GRANT #202036  
EXHIBIT B: BUDGET NARRATIVE**

**PERSONNEL:**

The personnel line item allots for one full-time (1.0 FTE) Victim Advocate comprised of a total salary of \$63,431 and benefits in the amount of \$13,158.

Victim Advocate:

Salary:	\$ 63,431
Fringes:	\$ 13,158
	\$ 5,350 medical insurance
	\$ 4,852 FICA (7.65%)
	\$ 2,956 IMRF (4.66%)

Total Cost: \$ 76,589

**MATCH:**

The State's Attorney's Office will provide match funds through the following:

1. \$15,318 in employee salary and benefits expenses not covered by the federal share of the grant budget.

**Total amount of the request for the personnel component is:**

Federal:	\$ 61,271
Match:	<u>\$ 15,318</u>
<b>TOTAL:</b>	<b>\$ 76,589</b>



## **CONTRACTUAL:**

The program will hire two (2) contractual Victim Provider to provide intake and follow-up services to victims at the individual rate of sixty-seven (67) hours per month per position at a rate of \$10.00 per hour. Total monthly expense for the two contractual positions will be \$1,340 for an annual total of \$16,080 and a two-year grant period total of \$32,160.

**Total amount of the request for the contractual component is:**

<b>Federal:</b>	<b>\$25,728</b>
<b>Match</b>	<b><u>\$ 6,432</u></b>

**TOTAL:     \$32,160**

## **TOTAL BUDGET:**

<b>PERSONNEL:</b>	<b>\$ 76,589.00</b>
<b>CONTRACTUAL:</b>	<b><u>\$ 32,160.00</u></b>

<b>TOTAL:</b>	<b>\$108,749.00 (\$ 86,999.00 Federal, \$ 21,750.00 Match)</b>
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# Fringe Benefit Worksheet

Indicate each fringe benefit paid using grant funds, both Federal and Match, for the total salary listed under Personnel Services on the Budget. Indicate whether it is calculated as a percentage of salary, indicate percentage used, or as a flat rate per employee, list dollar amount. Use the dollar amount calculated as the TOTAL FRINGE BENEFITS on this worksheet as the dollar amount on the BUDGET under PERSONNEL SERVICES, under FRINGE BENEFITS.

FRINGE BENEFITS <small>Use for all fringe benefits that are calculated as a % of salary.</small>	% OF FRINGE BENEFITS
FICA -	-7.65
UNEMPLOYMENT	-
RETIREMENT/PENSION	4.66
WORKER'S COMP	-
DENTAL/VISION	-
HOSPITALIZATION	-
<b>TOTAL % FRINGE</b>	Box A - 12.31%

Line A: Total from Total % Fringe Benefits (Box A)

Line B: Total Salary Paid By Grant (take from Budget, Personnel Service.)

Line C: Total Line A multiplied by Total Line B

% 12.31  
X  
\$ 63,431  
=  
\$ 7,808

FLAT RATE FRINGE BENEFITS <small>Use for all fringe benefits that are calculated as a Flat Rate per employee.</small>	SAMOUNT PER POSITON
HEALTH/MEDICAL INS.	5,350
OTHER (SPECIFY)	-
<b>TOTAL FLAT RATE FRINGE</b>	Box B 5,350

Line D: Total from Total Flat Rate Fringe Benefits (Box B)

Line E: Number of paid positions funded through grant.  
If position is not funded 100% include as percent of time on program.

Line F: Total Line D multiplied by Total Line E.

\$ 5,350  
X  
1  
=  
\$ 5,350  
=  
\$ 13,158

Line G: Total Line C plus Total Line F. **TOTAL FRINGE BENEFITS**  
Place this dollar amount in PERSONNEL SERVICES Section of the BUDGET.

**McLEAN COUNTY, ILLINOIS**  
**Job Classification**

**Job Title:**  
**Reports To:**

**Victim Advocate**  
**Director of Victim/Witness Service & State's Attorney**

**JC Code: TBA**

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**SUMMARY**

Under general supervision, this full-time position provides assistance and support to victims of felony, misdemeanor and domestic violence cases by offering more personal contact and advocacy than generally provided by current victim specialists. Considerable independent judgement and discretion is used in identifying and analyzing the needs of victims and in preparing for contact with the criminal justice system. Work is reviewed by the Director of the Victim/Witness Service and the State's Attorney for timely accomplishments of tasks, for overall results achieved, and the degree to which the work meets the needs of the respective case and trial.

**SUPERVISORY RESPONSIBILITIES**

This is a non-supervisory job classification, although guidance and training is exercised over legal interns, contractual personnel and other staff, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs crisis counseling at the scene of crime and thereafter through the entire process of police and prosecution contact with victims, i.e. through trial and sentencing.

Provides intensive follow-up contact with crime victims over the same time frame, with significant emphasis on in-person and telephone contact, in addition to written contact already provided by Victim/Witness Service.

Provides information and referral to victims over same time frame; cultivates and maintains effective working relationships with other agencies and organizations for such purposes.

Provides intensive criminal justice support and advocacy over same time frame. E.g. assisting victims with court-related orientation, education, escort, and anxiety counseling.

Provides emergency legal advocacy over the same time frame, e.g. filing protective orders when necessary for violent domestic, elder and child abuse cases.

Provides extensive personal advocacy over the same time frame, assisting victims in securing rights and services, locating emergency financial assistance, intervening with employers, creditors and others on behalf of victims, assisting in filing for losses covered by public and private insurance programs and accompanying victims to the hospital.

Oversees and coordinates victim provider liaisons. \*

Operates standard office equipment, such as word processor, copiers, and calculators.

\* Limited to 10% of VOCA/Match time.

Performs related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of criminal court procedures and victim/witness dynamics. Some knowledge of legal principles, practices, and techniques.

Considerable knowledge of community service and law enforcement agencies for obtaining victim/witness assistance.

Considerable knowledge of principles and methods of providing advice and counseling.

Considerable skill in effective listening and communicating, problem solving and team work.

Considerable ability to deal compassionately and tactfully with victims and witnesses from varied socio-economic backgrounds.

Skill in operating word processing and other standard office equipment.

Ability to understand and apply general guidelines to various legal requirements, and to follow oral and written instructions.

Ability to work with and maintain confidential information in an atmosphere of loyalty and trust.

Ability to organize work and perform assignments under minimal direction.

Ability to express ideas clearly and convey information effectively, orally and in writing.

Ability to produce quality work under tight deadlines.

Ability to establish and maintain effective working relationships with other employees, county officials, staff of outside agencies, and the public.

### **MINIMUM EDUCATION AND EXPERIENCE**

Possession of a Bachelors degree from an accredited college or university, preferably with major coursework in criminal justice, sociology, social work, or a related social science field; and preferably 2-4 years experience in public contact work providing guidance and advice to the public; or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Illinois driver's license

### **PHYSICAL ATTRIBUTES/DEMANDS**

Work requires sitting for long periods of time, standing, walking, bending stooping, climbing stairs, lifting, moving and carrying light objects, and operating standard office equipment. Some driving

also required.

### **WORK ENVIRONMENT**

The work is performed primarily indoors, in an office environment and involves exposure to normal risks typical to an office setting. Driving a motor vehicle may also expose employee to normal risks of such activity.

**McLEAN COUNTY, ILLINOIS**  
**Job Classification**

**Job Title:**  
**Reports To:**

**Victim Provider Liaison**  
**Director of Victim/Witness Service & State's Attorney**

**JC Code: TBA**

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**SUMMARY**

This contractual part-time position, presumably with Illinois State University and/or Illinois Wesleyan graduates or graduate students, will provide direct services to crime victims, in conjunction with the full-time Victim Advocate. Considerable judgement and discretion is used in identifying and analyzing the needs of crime victims under the guidance of the Victim Advocate. Work is reviewed by the Victim Advocate, the Director of the Victim/Witness Service, and by the State's Attorney.

**SUPERVISORY RESPONSIBILITIES**

This is a non-supervisory job classification.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To provide direct contact with crime victims in direct support of the following "victim-centered prosecution services" performed by the full-time Victim Advocate:

- Crisis counseling at the scene of crime and thereafter through the entire process of police and prosecution contact with victims, i.e. through trial and sentencing.
- Follow-up contact with crime victims with significant emphasis on in-person and telephone contact, in addition to written contact already provided by Victim Service.
- Information and referral to victims over same time frame; cultivates and maintains effective working relationships with other agencies and organizations for such purposes.
- Criminal justice support and advocacy. E.g. assisting victims with court-related orientation, education, escort, and anxiety counseling.
- Filing protective orders when necessary for violent domestic, elder and child abuse cases.
- Assisting victims in securing rights and services, locating emergency financial assistance, intervening with employers, creditors and others on behalf of victims, assisting in filing for losses covered by public and private insurance programs and accompanying victims to the hospital.
- Provide direct victim services to Spanish-speaking clients.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Some knowledge of criminal court procedures and victim/witness dynamics. Some knowledge of legal principles, practices, and techniques.

Some knowledge of community service and law enforcement agencies for obtaining victim/witness assistance.

Considerable knowledge of principles and methodology of creating and implementing valid research models.

Considerable skill in effective listening and communicating.

Ability to understand and apply general guidelines to various legal requirements, and to follow oral and written instructions.

Ability to work with and maintain confidential information in an atmosphere of loyalty and trust.

Ability to express ideas clearly and convey information effectively, orally and in writing.

Ability to produce quality work under tight deadlines.

Ability to establish and maintain effective working relationships with other employees, county officials, staff of outside agencies, and the public.

## **MINIMUM EDUCATION AND EXPERIENCE**

Bachelors degree or a graduate student at an accredited college or university, preferably with major coursework in criminal justice, sociology, social work, or a related social science field; and preferably 1-2 years experience in public contact work providing guidance and advice to the public; or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None

## **PHYSICAL ATTRIBUTES/DEMANDS**

Work requires sitting for long periods of time, standing, walking, bending stooping, climbing stairs, lifting, moving and carrying light objects, and operating standard office equipment.

## **WORK ENVIRONMENT**

The work is performed primarily indoors, in an office environment and involves exposure to normal risks typical to an office setting.

## ATTACHMENT 4

### CERTIFICATION

The applicant certifies:

- (1) that it is not barred from contracting with any unit of state or local government as a result of 720 ILCS 5/33E-3 or 5/33E-4; and
- (2) that it shall notify the Authority's Ethics Officer if the applicant solicits or intends to solicit for employment any of the Authority's employees during any part of the application process or during the term of any contract awarded.

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Name and Title of Authorized Representative

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Signature

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Date

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Name of Organization

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Address of Organization



## STATE OF ILLINOIS DRUG FREE WORKPLACE CERTIFICATION

This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the state for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

(a) Publishing a statement:

(1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.

(2) Specifying the actions that will be taken against employees for violations of such prohibition.

(3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:

(A) abide by the terms of the statement; and

(B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(b) Establishing a drug free awareness program to inform employees about:

(1) the dangers of drug abuse in the workplace;

(2) the grantee's or contractor's policy of maintaining a drug free workplace;

(3) any available drug counseling, rehabilitation, and employee assistance programs;  
and

(4) the penalties that may be imposed upon an employee for drug violations.

ATTACHMENT 5

- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- (g) Making good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

\_\_\_\_\_  
Printed Name of Organization

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Requisition/Contract/Grant ID #

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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**Name and Title of Authorized Representative**

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**Signature**

**Date**

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**Name of Organization**

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**Address of Organization**

## Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

ATTACHMENT 7  
VOCA VOLUNTEER CERTIFICATION AND WAIVER

According to federal VOCA guidelines, recipients of VOCA funds must use volunteers unless the Illinois Criminal Justice Information Authority (Authority) determines there is a compelling reason to waive this requirement. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.

1. If you use volunteers, what is the average number of volunteers used by you agency, the services performed by them and the amount of time spent performing these services during an average year? (attach additional pages, if necessary)
2. If you do not use volunteers, explain why your agency does not use volunteers. (attach additional pages, if necessary)
3. If you plan to use volunteers in the future, explain your recruitment efforts and what activities you anticipate they performing. (attach additional pages, if necessary)

I hereby certify that the above information is true and correct to the best of my knowledge:

- Name of Organization

Name and Title of Authorized Representative

Signature \_\_\_\_\_

Date \_\_\_\_\_

- ☐ Waiver Approved  
☐ Waiver Denied

Robert Taylor, Associate Director  
Illinois Criminal Justice Information Authority

Date \_\_\_\_\_

# McLean County State's Attorney's Office 2003 Case Load Report

2003 2002 2003 2002 2003  
Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec. YTD YTD Total Projected

## CRIMINAL

Felony	105	74	143									322	345	1,539	1,306
Misdemeanor	150	138	167									455	535	2,355	1,845
Asset Forfeiture	6	12	3									21	32	98	85
<b>Family Totals</b>	<b>34</b>	<b>56</b>	<b>53</b>									<b>143</b>	<b>97</b>	<b>425</b>	<b>580</b>
Family	18	45	40									103	48	248	417
Order of Protection	16	11	13									40	49	177	162
<b>Juvenile Totals</b>	<b>19</b>	<b>20</b>	<b>18</b>									<b>57</b>	<b>57</b>	<b>268</b>	<b>231</b>
Juvenile	2	1	0									3	3	21	12
Juvenile Abuse	4	8	9									21	13	86	85
Juvenile Delinquency	13	11	9									33	41	161	134
<b>Traffic Totals</b>	<b>1,957</b>	<b>2,509</b>	<b>3,027</b>									<b>7,493</b>	<b>7,545</b>	<b>29,629</b>	<b>30,388</b>
Traffic	1,904	2,460	2,946									7,310	7,336	28,746	29,646
DUI Traffic	53	49	81									183	209	883	742

## CHILD SUPPORT

Paternity cases filed	6	5	16									27	15	70	110
Paternity cases established	4	6	8									18	11	55	73
Paternities excluded	0	0	0									0	1	10	n/c
Support Orders entered	51	50	42									143	79	370	580
Modification proceedings filed	8	18	14									40	43	304	162
Modification proceedings adjudicated	28	26	16									70	24	184	284
Enforcement actions filed	16	24	44									84	78	391	341
Enforcement actions adjudicated	27	32	36									95	139	648	385
Hearings set before Hearing Officer	81	77	66									224	120	611	908
Orders prepared by Hearing Officer	54	52	54									160	56	432	649

2003 Projected = (2003 YTD/Day of Year) x 365 Days

n/c= not calculable

## ASSET FORFEITURE FUND

### STATEMENT OF REVENUE, EXPENDITURES AND FUND BALANCE

March 31, 2003

#### STATE'S ATTORNEY:

Beginning Balance 01/01/2003	\$ -49,196.06
(Reflects \$80,000 transfer to General Fund 12/31/02)	
Revenue	<u>2,112.77</u>
Total Funds Available	\$ -47,083.29
Expenditures	<u>299.89</u>
Fund Balance 03/31/03	\$ -47,383.18

#### SHERIFF:

Beginning Balance 01/01/2003	\$ 45,759.23
Revenue	<u>1,779.32</u>
Total Funds Available	\$ 47,538.55
Expenditures	<u>700.00</u>
Fund Balance 03/31/03	\$ 46,838.55

TOTAL FUND BALANCE-	March 31, 2003	\$ -544.63
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